



Lummi Indian Business Council

2665 Kwina Road · Bellingham, Washington 98226 · (360) 312-2000

'Working together as one to Preserve, Promote and Protect our Sche Lang en'

JOB ANNOUNCEMENT

JOB TITLE: Employment Specialist

OPEN: September 15, 2023

EXEMPT: Yes

SALARY: (10) \$ 30.42-\$34.26/hr. DOE

SHIFT: Day

LOCATION: ETC

DURATION: Regular Full-Time

CLOSES: September 22, 2023

JOB CODE:

DIVISION: Workforce development

DEPARTMENT: LETC

SUPERVISOR: ETC Director

VACANCIES:1

JOB SUMMARY: The Employment Specialist is responsible for assisting job seekers in their search for suitable employment opportunities. They provide guidance, support, and resources to help individuals develop job search strategies, improve their employability skills, and secure meaningful employment. The Employment Specialist also establishes and maintains relationships with employers to identify job openings and facilitate successful job placements.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES include the following, and other related duties as assigned.

1. Conduct intake assessments to evaluate job seekers' skills, qualifications, career goals, and employment barriers.
2. Assist job seekers in developing personalized employment plans and setting realistic goals.
3. Provide career counseling and guidance to help job seekers explore career options and make informed decisions.
4. Offer job search assistance, including resume writing, interview preparation, and job application support.
5. Analyze training needs to develop new training programs or modify and improve existing programs. Conduct workshops and training sessions to enhance job seekers' employability skills, such as networking, job interviewing, and job retention strategies.
6. Collaborate with employers to identify job openings and understand their hiring needs.
7. Match job seekers with suitable employment opportunities based on their skills, qualifications, and career goals.
8. Facilitate job placements by coordinating interviews, providing employer referrals, and assisting with negotiation of job offers.
9. Monitor and track job seekers' progress throughout the job search process, providing on-going support and encouragement.
10. Maintain accurate and up-to-date records of job seekers interactions, job placements, and employer relationships.
11. Stay informed about labor market trends, industry demands and job search techniques to provide relevant and current information to job seekers.

12. Collaborate with all Lummi Social Service programs, including Lummi Voc Rehab, and broader community organizations to assess additional resources and support for job seekers.
13. Participate in networking events, job fairs, and community outreach activities to promote employment services and establish connections with employers.
14. Adhere to all legal and ethical standards related to employment services, confidentiality, and data privacy.
15. Assist with the development of program policies, goals, objectives, and procedures as needed.
16. Evaluate modes of training delivery, such as in-person or virtual to optimize training effectiveness, training costs pr environmental impacts.
17. Other duties as assigned.

MINIMUM QUALIFICATIONS:

- Associate degree in Public and Tribal Administration or related field; and Three years of experience in employment services, job placement, career counseling, or related role; OR
- Bachelor’s degree in English, Business Administration, Public Administration, Native Studies Leadership or related field.
- Must possess a valid Washington State Driver’s license and meet eligibility requirements for tribal insurance.
- Lummi/Native American/Veteran preference policy applies.

KNOWLEDGE, ABILITIES AND SKILLS:

- Knowledge of group behavior and dynamics, social trend, cultural and historical trauma
- Knowledge of principals and processes for providing customer and personal services, including customer needs assessments, meeting quality standards for services, and evaluation of customer satisfaction.
- Knowledge of employment laws, labor market trends, and job search techniques
- Strong computer skills with two (2) years experience with Microsoft Office programs including Word and Excel, ability and willingness to learn TAS
- Excellent writhing, organizational and verbal communication skills required.
- Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things.
- Motivating, developing, and directing people as they work.
- Strong interpersonal and communication skills
- Excellent organizational and time management abilities
- Proficiency in using job search platforms, databases, and productivity software
- Empathy, patience, passion, and a genuine desire to help others succeed.
- Must maintain strict confidentiality at all times.

REQUIREMENTS:

- Must pass pre-employment and random drug and alcohol test to be eligible for and maintain employment, as required by the LIBC Drug & Alcohol Free Workplace Policy
- Position requires Criminal Background Check

TO APPLY:

To obtain a Lummi Indian Business Council (LIBC) application go to: <https://www.lummi-nsn.gov/widgets/JobsNow.php> or request by e-mail libchr@lummi-nsn.gov. For more information contact the HR front desk (360) 312-2023. Submit LIBC application, cover letter, resume & reference letters no later than 4:30 p.m. on the closing date listed above. If listing degrees or certifications include copies. Mailing Address: 2665 Kwina Road, Bellingham, WA 98226. Human Resource Fax number: 360-380-6991.