



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: Kwenangets Dept. Director
Kwenangets (Court Services) Dept

OPEN: October 26, 2023

EXEMPT: Yes

SALARY: (14) \$52.96-\$59.64/hr. DOE

SHIFT: Day

LOCATION: Administration

DURATION: Regular Full Time

CLOSES: December 8, 2023

JOB CODE:

DIVISION: Administration

DEPARTMENT: Kwenangets Dept.

SUPERVISOR: General Manager

VACANCIES: 1

JOB SUMMARY: The future success and wellness of the Lummi Nation depends on the wellness and education of our children, and on the rehabilitation of the adults who are recovering from addiction and/or returning from incarceration and in need of help along their personal path to wellness.

The Kwenangets Dept Director reports to the LIBC General Manager and is responsible for the administration of the Child Welfare Program, Re-entry Program, and Child Support Program services. The Director is responsible for implementation and coordination of directives adopted by LIBC Resolutions and delegated or directed by the Lummi Code of Laws in Titles 8 and 11. The Director must develop and maintain an integrated system of services for adults, children and families involved in a Lummi Court, while at the same time managing diverse teams of employees who are in highly scrutinized and stressful jobs. Team building and accountability are the management cornerstones of the Director's duties and expectations. The Director coordinates services and develops inter-governmental relationships and agreements with other Native Nations, Washington State, and Federal agencies, while also reporting regularly to the Lummi Nation's elected leaders and the General Council on the successes and challenges facing the Department, and the services the Department delivers.

The primary goals of the Kwenangets Department are the safety of Lummi children who are in need of protection and/or support, to guide adults to a path of rehabilitation, and to establish new services and continually improve as an organization that promotes and provides trauma informed client centered services to the Lummi Community and Lummi Nation members everywhere. This position supervises services and staff that work 14 hours a day and 7 days a week, so the Director must be available on weekends and after normal working hours.

Key performance areas for the Kwenangets Director include:

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

- Supervise and provide leadership and team building for professionals, managers, and administrative staff for the Child Support Program, Reentry Programs, and Child Welfare Program.
- Develop, implement, and continually improve appropriate training policies and procedures for the Department and each program supervised.
- Ensure supervised programs fulfill the legal obligations of the Lummi Nation, in child support and dependency cases, as detailed in the Lummi Code of Laws, other LIBC resolutions, and orders of the Lummi Court.
- Seek grant funding to integrate services and develop new programs and facilities.
- Manage recruitment, hiring and training of Department and project staff.
- Develop an annual work plan and report on the Department's progress as required.
- Reports regularly to the Lummi Law & Justice Commission and seeks their input on programmatic policies and service delivery.
- Develop and manage annual budgets for Department Administration and programs.
- Submits quarterly and annual reports, as required by outside funding agencies and the LIBC.
- Evaluates program progress, strengths, needs, and program managers.
- Develop internal policies and procedures for supervised programs.
- Be familiar with relevant research in the areas supervised and research methodology for developing and comparing Department research efforts.
- Researches and writes grant narrative and budgets, to assist the Funding Office with grant applications.
- Manages grants, including reporting and budgets.
- Responsible for maintenance and repairs for the Blackberry House and Men's Reentry Center.

Child Welfare

- Ensures compliance with CJIS requirements of the FBI, for use of information obtained from using the fingerprint kiosk and NCIC data base by Child Welfare.
- Participates in the Rating Evaluation Committee as required by Chapter 5.09C of the Lummi Code of Laws.
- Works collaboratively with the Grandparents Committee, and the Child Consultation Team for Lummi Child Welfare cases.
- Ensures compliance with regulations and laws pursuant to Title 8 of the LCL, Title IV-B and IV-E of the Social Security Act, for Child Welfare.
- Works with the Funding office to complete Title IV-E reimbursements through Washington State Dept. of Children Youth and Families.
- Negotiates Contracts with DCYF and vendor companies (i.e., software)
- Meets regularly with the Washington State Department of Children Youth and Families, to develop and ensure compliance with agreements for funding and service delivery.

Child Support

- Meets at least annually with the Federal Office of Child Support Enforcement and the Washington State Director for Child Support to advocate for improved services and programmatic changes that assist Lummi and all Native Nations.
- Ensures compliance with regulations and laws pursuant to Title 11 of the LCL and Title IV-D of the Social Security Act, for Child Support.
- Approves Child Support Payments daily, as needed.

Re-Entry Program

- In the absence of the Reentry Program Manager, Supervises the daily activities of the Men's Re-Entry Center, 7 days a week, before and after regular business hours.

- Amends policies for residents and for staff, as experience with this new service develops and changes in service delivery become necessary or available.
- Seeks grant funding as available to expand the services being offered to clients returning from incarceration.

MINIMUM QUALIFICATIONS:

- Requires a graduate degree, with preference for either Social Services, Law, or Public Administration.
- 15 years experience working for a Native Nation, with progressively increasing responsibility for all levels of service delivery.
- 10 years experience as a Manager, Department Director, or other position of leadership with at least 5 years supervising social or court related services.
- Must possess and maintain a valid Washington State Driver's license and meet eligibility requirements for tribal insurance
- Must have experience providing services to people returning to the community from incarceration and in recovery, with experience operating a residential facility *preferred*.
- Lummi/Native American/Veteran preference policy applies.

KNOWLEDGE, ABILITIES AND SKILLS:

- Ability to develop team cooperation and effort for each of the diverse programs supervised and different professional functions.
- Must be able to meet all required deadlines, and changing expectations of the elected leadership, while also complying with the Lummi Code of Laws, even when there is little support for eth necessary decisions.
- Must demonstrate the ability to communicate well with elected officials and the community in small and large meetings.
- Must be able to work with children and parents who are upset or angry due to agency decisions or actions, calm the people involved and communicate the need for cooperation and compliance with court ordered services.
- Must be able to work with convicted criminals and reason with them to gain compliance with court required services
- Must be willing to travel locally and throughout the United States to meet with other Native Nations, Washington State agency leadership and Administration for Children and Families leadership.
- Must be able to communicate the needs of the Lummi People and articulate the need for regulation amendments to allow the flexibility of funding necessary to meet those needs.
- Knowledge of the LIBC administrative process is essential to the success of this position.
- Knowledge and experience with the LIBC budgeting process and ability to stay within budget and comply with Title 28 of the Lummi Code of Laws.
- Knowledge of the Lummi legal process for criminal and civil cases, and the ability to articulate the diverse legal needs of the Child Welfare, Re-Entry, and Child Support Programs.

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
- Must pass FBI Fingerprint Criminal Background check and Child Abuse and Neglect data base check as required by federal law and LIBC HR Policies.
- No Felony convictions and no recent criminal convictions in any jurisdiction.
- Must have experience working with the Lummi People.
- Must have verifiable public speaking experience and/or training.

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.