



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: Community Outreach and Engagement Specialist

OPEN: April 23, 2024

EXEMPT: No

SALARY: (8) \$23.05-\$25.96/hr. DOE

SHIFT: Day

LOCATION: Youth Social Service Building

DURATION: Regular Full Time

CLOSES: May 07, 2024

JOB CODE:

DIVISION: Youth Social Services

DEPARTMENT: Prevention

SUPERVISOR: Prevention Supervisor

VACANCIES: 1

JOB SUMMARY: The Community Outreach and Engagement Specialist is responsible for providing outreach and educational services to Lummi Nation families. These services include but are not limited to targeted outreach and engagement to Lummi families through unannounced home visits, assess the home determined by allegations of report, engage families with social services to strengthen the family unit, and facilitate Fatherhood is Sacred and Positive Indian Parenting classes. The incumbent will be providing outreach and support services to clients under the supervision of the Prevention Manager. These services include assistance with stabilization, prevention services, self-advocacy, development of natural supports, the development and maintenance of community living skills, and parenting enrichment classes.

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

1. Provide outreach to identified families, through prevention intake process, by conducting unannounced home visits and discussing concerns and safety risks with the identified family.
2. Complete needs assessments with the family. Assist family with developing a personal action plan. Advocate for the family's needs while developing the family's ability to self-advocate.
3. Provide, plan, and follow up with support services. Collaborate with existing local resources and communication methods to develop tools specifically aimed at Lummi youth and families.
4. Recruit and enroll potential families in need of parent enrichment.
5. Research and prepare materials for Fatherhood is Sacred and Positive Indian Parenting curriculum for each lesson.
6. Facilitate Fatherhood is Sacred and Positive Indian Parenting classes weekly for three cohorts a year.
7. Participate in team meetings, risk management, weekly supervision, trainings, and other required meetings to assure continuity of care with the family and other LIBC and/or Community agencies.
8. Identify needs, gaps and duplication of services and collaboratively find solutions with other agencies to create efficient youth and prevention services. Build relationships and engage Lummi families through in-home support, group setting support, and community outreach gathering.

- a. Coordinate and conduct group facilitation and group services for youth and Lummi families utilizing the Positive Indian Parenting and Fatherhood/Motherhood is Sacred programs.
 - b. Assist in coordinating community awareness gatherings.
9. Maintain timely documentation for services provided, including but not limited to client files, case notes, data bases, work logs.
 10. Adhere to LIBC and HIPAA confidentiality policy.

MINIMUM QUALIFICATIONS:

- High School Diploma/GED with five years experience working with at risk families **OR** associate degree from an accredited college or university with two years experience working with at risk families.
- Experience working with high-risk youth and families.
- Experience working with Native American youth and families.
- Must possess a valid Washington State Driver's License and meet eligibility requirements for tribal insurance. Transportation of clients will necessary.
- Lummi/Native American/Veteran preference policy applies.

KNOWLEDGE, ABILITIES AND SKILLS:

- Ability to maintain a positive, solution-focused demeanor when responding to conflicts or problems.
- Ability to teach/coach, advocate, mentor while maintaining strong professional boundaries.
- Must be able to work flexible hours. **THERE WILL BE ACTIVITIES ON EVENINGS AND WEEKENDS.**
- Able to present information to parent groups.
- Possess organizational skills and the ability to multitask within a fast-paced environment.
- Possess excellent communication skills, written and verbal.
- General computer proficiency, including the ability to utilize electronic medical record systems.
- Knowledge of Mandated Reporting Laws.
- Knowledge of mental illnesses and chemical dependency, and effective strategies for dealing with its effects.
- Knowledge of community resources.
- Knowledge of Positive Indian Parenting and Fatherhood/Motherhood is Sacred curriculum.
- Knowledge of Lummi culture and traditions.
- Knowledge of the Lummi Nation Children's Code.

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
- This position requires regular contact with or control over Indian children and is therefore subject to successful and extensive criminal background check, CAMIS background check.
- Must meet eligibility to become a Certified Peer Counselor and obtain certification within one year of hire.
- Must have complete CPR and First Aid training within 90 days of hire.
- Must have received food handlers permit within 90 days of hire.
- Must become certified Fatherhood/Motherhood is Sacred facilitator within 90 days of hire.
- Must become Positive Indian Parenting coach within 90 days of hire.

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.