



# 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:** Youth Prevention Coordinator

**OPEN:** October 1, 2024

**EXEMPT:** No

**SALARY:** \$25.25 Per Grant

**SHIFT:** Day

**LOCATION:** LYA Facility

**DURATION:** Special Projects (No Benefits)

**\*\*Grant Ends 9/30/2025\*\***

**CLOSES:** October 08, 2024

**JOB CODE:**

**DIVISION:** LYSS

**DEPARTMENT:** Prevention

**SUPERVISOR:** LYSS Director

**VACANCIES:** 1

**JOB SUMMARY:** The Youth Prevention Coordinator will work closely with and report to the Director of Lummi Youth Social Services throughout the planning process. They will work closely with the Lummi Youth Collaboration Team and other community partners to develop a Lummi Youth Prevention Plan the next year. They will provide an approved and final Lummi Youth Prevention Plan for submission to OJJP at the end of the grant year.

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

1. Develop a Resolution and present to the Lummi Indian Business Council to begin the formation of a Lummi Youth Prevention Committee to develop a Lummi Youth Prevention Plan during the two years of the grant.
2. Prepare timelines and key milestones for developing Youth Prevention Plan.
3. Identify key issues through a SWOT analysis (strengths, weakness, opportunities, threats).
4. Conduct and document prevention planning meetings with key community partners.
5. Use of appropriate tools (interviews, surveys, focus groups) to gather relevant information.
6. The LYPC will work closely with the Youth Prevention Coordinator to develop and conduct Youth Surveys.
7. Will Conduct focus groups with youth, adults, and elders to explore the different issues with youth, to test solutions and to explore the group's perspective to a problem and to generate ideas.
8. Will work closely with community partners in the development of the Youth Prevention Plan document.
9. Prepare a draft Youth Prevention Plan to present to the Youth Prevention Committee for review.
10. Develop the final Youth Prevention Plan including the implementation plan of the new Youth Prevention Plan.

### **MINIMUM QUALIFICATIONS:**

- High School Diploma/GED

- Associate degree from an accredited college or university, *preferred*.
- Lummi/Native American/Veteran preference policy applies.

### **KNOWLEDGE, ABILITIES AND SKILLS:**

- Basic computer skills and reports writing skills and be able to learn on the job and willing to participate in relevant job training opportunities as identified.
- Must be able to communicate clearly, effectively, and courteously Department Staff and supervisor.
- Must be able to work independently with little supervision.
- Strong decision making and practical skills.
- Must adhere to Federal Privacy Act and comply with Federal HIPAA regulations
- Experience developing strategic plans.
- Experience developing and implementing methods of gathering meaningful data that answers planning questions.
- Experience facilitating inclusive, collaborative processes including direct experience working with Community partners and engaging community members to initiate and execute strategic planning.
- Experience building consensus among constituents with varying perspectives and opinions.
- Strong written and oral communication skills.
- Strong analytical skills and tools.
- Demonstrated ability to work collaboratively with a diverse group of stakeholders.
- Demonstrated ability to organize complex tasks and complete them in a timely manner.

### **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 an extensive Criminal Background Check and FAMLINK Check.
- Position is grant funded that will end on **September 30, 2025**. If additional funding is received this position will need to be reviewed for grading purposes

### **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](mailto: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.