



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: Director

Lummi Family Services (LFS)

OPEN: May 7, 2019

SALARY: 11(\$33.18 to \$37.16 per hour DOE)

SHIFT: Day

LOCATION: Tribal Administration

DURATION: Regular Full Time

CLOSES: May 21, 2019

DIVISION: Administration

DEPARTMENT: LFS

SUPERVISOR: General Manager

VACANCIES: 1

JOB SUMMARY: The Lummi Family Services Director is responsible for managing a broad range of programs that provide community based support and services to children, youth and elders. The Director is responsible for oversight of the Senior Programs, Veterans Services program, Community Services programs, Victim of Crime and Funeral Support. The incumbent will perform a broad range of managerial tasks including but not limited to: planning, budgeting, policy & program development, supervising managers, and reporting to LIBC and community.

Policy: Policy direction is provided by the Lummi Indian Business Council (LIBC) and the Lummi Health and Family Services Commission.

Administration: The Lummi Services Director reports and is supervised by the LIBC General Manager.

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

1. Organizational Management:

- Monitor program achievement of Family Services Department performance plans and goals, and recommend improvements for expansion of new or existing services;
- Work closely with funding staff on new proposal development;

2. Financial Management:

- Oversee, monitor, and assist in development of all LFS budgets and makes recommendations as needed;
- Monitor LFS Department expenditures and line itemized costs to insure programs maintain balanced FY budget(s);

3. Personnel Management:

- Supervise managers and service delivery of Seniors Programs, Veterans, Community Services, Victim Of Crime and Funeral Support ; and other related programs/initiatives as assigned;
- Recommend and approve professional development goals and identifies required licensure, certifications and training for key managers and staff;
- Work closely with LFS managers with regard to programmatic services, staffing needs, community and public complaints on services, expansion of services, and suggestions on quality of service improvement and assurances;

- Evaluate programs, services, and program managers based on LIBC approved criteria and process, and offers constructive feedback and ideas for improving services.

4. Administrative Elements:

- Submit reports, proposals and resolutions (as needed) to LIBC and Health Commission;
- Seek out grant opportunities for applicability to LFS Programs, for possible expansions of services;
- Assist in writing/rewriting/updating operational manuals for licensed programs following required standards as applicable;
- Seek Lummi Health and Family Services Commission consultation and input on inter-governmental affairs and/or Lummi Nation- Federal/state/local government policy level issues;
- Investigate new opportunities/new trends by maintaining close liaison with various agencies for funding opportunities (i.e. IPAC Indian Policy Advisory Committee, etc.);
- Maintain Tribal, State and Federal regulations and licensure for residential facilities
- Accept other special assignments or community social and welfare projects as directed by the General Manager or LIBC.

MINIMUM QUALIFICATIONS:

- Masters Degree in a Human Services, Social Work, Public Administration Counseling or Public Health and verification of 10 years of experience, that includes 5 years experience in a Tribal program, 5 years of direct service delivery or as a first-line supervisor for direct service providers, 5 years of supervision experience;
- **OR** Bachelors Degree in a Human Services, Employment Related Counseling, Social Work, Public Administration, Gerontology or Public Health and verification of 15 years of experience, that includes 5 years experience in a Tribal program, 5 years of direct service delivery or as a first-line supervisor for direct service providers, and 5 years of supervisory experience.
- 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:

- Ability to maintain strict confidentiality at all times
- Knowledgeably of new trends, opportunities, by attending training, conferences, workshops, summits pertaining to programs that are under direct supervision, including out of state travel.
- Prior administration and/or work experience in Geriatrics/Child Abuse//Employment & Training, Welfare Assistance is helpful
- Ability to communicate verbally and in written format utilizing Word processing capabilities
- Proven positive program management track record for multiple programs providing social, child welfare, family, socio-economic and welfare program services and related areas
- Understanding the process of licensing residential facilities.
- Strong leadership skills, including goal development and strategic planning, motivational skills, capacity building and teamwork.
- Flexible; ability to learn new ideas, concepts and staying aware of new trends
- Proficiency and knowledge of computer software programs such as Microsoft Office (Word, Excel, Access, Power Point), for programmatic and fiscal reporting.

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.
- Verifiable experience writing successful grant applications, implementing new grants, and managing grant reporting.
- Verifiable experience working in either Seniors Programs, Residential Facilities, Energy Assistance Programs, or Veterans Programs.

TO APPLY:

To obtain a Lummi Indian Business Council (LIBC) application go to: <http://Innr.lummi-nsn.gov/LummiWebsite/Website.php?PageID=376> 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.