



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: Okwsale/Academic Supervisor
Lummi Youth Wellness Center (LYWC)

OPEN: May 19, 2025

EXEMPT: No

SALARY: (9) \$26.48-\$29.82/hr. DOE

SHIFT: Monday-Thursday 10 am - 8 pm

LOCATION: Lummi Youth Academy

DURATION: Regular Part-Time

CLOSES: August 07, 2025

JOB CODE:

DIVISION: LYSS

DEPARTMENT: LYWC

SUPERVISOR: LYWC Manager

VACANCIES: 1

JOB SUMMARY: Okwsale Academic Supervisor will be responsible for, in coordination with other LYWC Staff, facilitating and supporting youth in identifying and achieving their own life goals. LYWC Okwsale Academic Supervisor will build and maintain positive relationships with the youth, their teachers, and their families/guardians. The LYWC Okwsale Academic Supervisor will support academic achievement as defined in Job Duties and Responsibilities. She is also responsible for providing peer support services, including but not limited to targeted outreach and engagement to the youth who reside in the Lummi Youth Academy (LYA). Academic Supervisor will supervise the CPC Big Brother & CPC Big Sister at the Youth Academy.

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

Regulatory/Compliance

1. Follow all LYA Policies & Procedures;
2. Serve as an agency affiliated certified peer counselor (AA-CPC) for assigned LYA youth. Provide individual mental health services using a culturally sensitive strength-based approach to help our youth reach their wellness goals.
3. Collaborate and coordinate services with LYA youth residents assigned licensed mental health clinician at least bi-weekly for best continuity of care.
4. Provide, plan, follow up and support services and transportation if needed; Collaborate with existing local resources and communication methods to develop tools specifically aimed at Lummi youth and families; One-to-one peer counseling using personal experiences within the community mental health system in assisting the client in navigating the community mental health system.
5. Provide prevention of substance use disorder (SUD) and peer support services to individual youth or group(s) under the supervision of the LYWC Program Manager and will work cooperatively with a licensed mental health clinician from Lummi Behavior Health.
6. Maintain timely documentation for prevention and education services provided in individual and/or group social environments.

7. Based on youth needs, connect youth to resources and support coordination of care with resources for prevention and early intervention to provide wrap-around support and facilitate better therapeutic outcomes.
8. Document in the electronic health records in a timely manner that assures compliance with all agency policies and procedures, as well as local, state, and federal regulations.
9. Provide assistance with stabilization, prevention services, self-advocacy, development of natural supports, and the development and maintenance of individual self-care and health promotion practices, habits, and activities.
10. Will coordinate and/or provide outreach, crisis response, connection to resources and referrals, and direct services to clients within an evidence based, culturally competent, developmentally appropriate framework.

Academics:

1. Research, Development and Delivery of LYA Academic Program services;
2. Conduct client Academic in-take interviews;
3. Maintain Individual Academic Plans for all residents;
4. Monitor academic progress by tracking: grades, attendance, progress toward graduation, and student behavior at school.
5. Provide Academic Reporting to LYWC Manager as requested;
6. Provide homework help by maintaining daily study hall hours and coordinating one on one tutoring sessions with youth as needed.
7. Assist youth to successfully resolve issues with homework and school progress;
8. Communicate with schools and guardians regarding academic progress; maintain contact log
9. Attend parent-teacher conferences and IEP meetings as requested by schools and/or guardians;
10. Participate in meetings involving youths' progress in academics and any emergency situations as requested by guardians or schools;
11. Meet with youths' guardians, teachers and counselors when needed;
12. Refer school-related evidence of learning disabilities, health conditions or mental health issues to guardians and/or LYA Staff.
13. Support high school graduates in post-secondary and/or employment pursuits; support alternate education opportunities for youth (GED, Job Corps, etc.)
14. Research and implement best practice & new methods for learning and success;
15. Maintain guardian contact log regarding student's academic progress.

MINIMUM QUALIFICATIONS:

- B.A/B. S degree in Human Services or related field.
- One year of experience working with Middle school or high school students preferred.
- Must have Peer Counselor certification
- Must have a current Agency Affiliated Counselor certification
- Must possess a valid Washington State Driver's license and meet eligibility requirements for tribal insurance. *preferred*
- Lummi/Native American/Veteran preference policy applies.

KNOWLEDGE, ABILITIES AND SKILLS:

- Knowledge and experience with classroom management and behavior modification preferred.
- Knowledge and experience with Special Education laws, IEPs, 504 plans, and working with children with special education needs or willing to learn.
- Knowledge of learning modalities and ability to teach and re-teach in multiple modalities.
- Knowledge of all middle school and high school academic subject areas.

- Knowledge of post-secondary planning including college applications, scholarships and FAFSA.
- Experience working with culturally diverse groups and demonstrated cultural sensitivity in teaching and in relationships with students, parents, and community.
- Knowledge of alternate education opportunities (GED, Job Corps, etc.) Must have experience working with children with behavioral challenges.
- Successful work experience providing residential and/or youth related services preferred.
- Must be able to develop an appropriate and professional relationship with relatives of clients.
- Must be trained and physically able and willing to perform First Aid including CPR as needed. (Or complete training within 30 days of hire).
- Must be able to develop an appropriate and professional relationship with other service providers, consultants, and case managers.
- Be a positive role model for clients.
- Acts as a 'youth advocate' to assist clients to fulfill their social, recreational, educational, cognitive, mental and health service needs in all interactions.
- 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.

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.

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.