



# 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:** Child Welfare Program Manager

**OPEN:** May 22, 2019

**SALARY:** (12) \$38.16 – 42.74 per hour DOE

**SHIFT:** Varies

**LOCATION:** Administration Building

**DURATION:** Regular Full-time

**CLOSES:** June 6, 2019

**DIVISION:** Administration

**DEPARTMENT:** Kwenangets Dept.

**SUPERVISOR:** Kwenangets Director

**VACANCIES:** 1

**JOB SUMMARY:** The future of the Lummi Nation depends on the wellness and education of our youth, in both the western sense, and in accordance with Lummi traditions and culture. The Lummi Child Welfare (LCW) Program is responsible for meeting that need for the Children who are in the care of the Lummi Nation.

LCW is responsible for carrying out the Child Protective Services, Child Welfare Services, Foster Care Program, and other duties assigned by the LIBC. The LCW Manager is responsible for management of the LCW Program services, is accountable for the efficient and effective performance of the Program and preparation of timely and professional service advice, analysis and reports. The LCW Manager is responsible for the planning, organizing, coordinating and evaluating the efforts of LCW personnel. The LCW Manager is also responsible for ensuring the legal and ethical responsibilities of the Child Welfare Program are completed, in accordance with Title 8 of the Lummi Code of Laws, the Resolutions of the Lummi Indian Business Council, best social work practices, and cultural norms of the Lummi People. The LCW Manager is responsible for improving and expanding services delivered by LCW, as new information and funding become available. The LCW Manager supervises both frontline and first-line supervisory employees, modifies and develops policies and practices, works within approved budgets, and manages both Federal and State grants. The LCW Manager reports to the Kwenangets Director, and provides verbal and written reports to the Law & Justice and other applicable Commissions, Lummi Indian Business Council, and Lummi General Council, on a monthly, quarterly, annual and as requested basis.

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

### **Supervisory**

1. Responsible for supervision of LCW staff for CPS Investigations, Dependency case management, Foster Care Licensing, Extended Foster Care, permanency case monitoring, visit supervision, family finding, and administrative duties.
2. Ensures LCW program employees receive basic and necessary training for employees, to better assist Program clients to locate and engage in court ordered services, and become successful parents.
3. Meets with subordinates regularly and provides written evaluations at least annually to review their work and provide feed back on their performance.
4. Assess and approved case transfer plans developed by staff and DCYF staff, for the transfer of cases from Washington State Courts, to Lummi Court.

5. Has primary responsibility for the confidentiality of records covered by Title 8 of the LCL, at section 8.01.180
6. Ensures Court Reports are written and filed as required by the Lummi Code of Laws and Program Policies.
7. Ensures Care Giver families receive necessary training and support and that dependency cases are not held open unnecessarily. .

#### Administration

8. Identify service delivery gaps and develop plans to meet the unmet needs.
9. Ensures program compliance with Title 8 – the Children’s Code
10. Incorporates Trauma Informed Care principals into client services and staff self-care.
11. Develop, update and identify resources for a 10-year strategic plan for the Program.
12. Write Program policies and ensure compliance by Program staff.
13. Prepares quarterly, annual reports on program progress and challenges.
14. Presents program information to the applicable Commissions, Lummi Indian Business Council, and General Council, and other program partners.
15. Develops Annual Work Plans and monitors and reports on progress.
16. Must be available evenings and weekends, to consult with supervisors and front-line staff concerning emergencies with CPS investigations and child placement issues.

#### Budget

17. Develops budget requests, monitors expenditures, and operates LCW program within approved budgets.
18. Manage federal grants, including budgets, spending in compliance with regulations, and preparing required narrative and metric reports.

#### Other Agencies (external and internal)

19. Has primary responsibility for Coordinating with WA State Dept. of Children Youth and Families to improve the working relationship, and outcomes for CPS investigations and dependency cases involving Lummi members, in accordance with the Memorandum of Agreement authorized by the LIBC.
20. Arranges training with DCYF and other agencies, like the Alliance for Child Welfare Excellence at the University of Washington.
21. Meets regularly with other Native Nation Child Welfare programs in the region and State to develop joint strategies and learn new service practices.
22. Coordinates Services and training with other LIBC Departments, including Behavioral Health, Medical Clinic, Youth Social Services, and Family Services.
23. Ensures services are coordinated with other Kwenangets Programs for shared clients, including Probation, Re-entry, Child Support, and Court Involved Youth.
24. Ensures staff are providing requested information to ORA and that staff attorneys are clear about client goals and desired outcomes for each case.
25. Provides support and clarification for staff when working with the Grandparents Committee and Child Consultation Team.

#### **MINIMUM QUALIFICATIONS:**

- Applicants must meet, and explain in a cover letter and resume how they meet, either of the following education and experience requirements:
  - a. Masters degree and at least three (3) or more years as a first line supervisor or higher (Manager, Director, etc) in a child welfare program; or
  - b. Bachelor Degree and ten (10) years experience working in a Child Welfare program, with five (5) or more years for a Native Nation child welfare program, and that must also include at least three (3) years as a first line supervisor or higher; or

- c. Two (2) years of college and Fifteen (15) years experience working in a child welfare program, for a Native Nation, with at least five (5) years as a first line supervisor or higher.
- Must 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 build a team atmosphere among Program employees.
- Ability to work a flexible work schedule, which often includes evenings and weekends.
- Familiarity with the dynamics of working in a tribal community.
- Ability to maintain confidentiality and appropriate boundaries.
- Ability to educate new employees for Child Protective Services Investigations, Dependency case management, and Foster Licensing.
- Ability to see and articulate service gaps for clientele, and develop service delivery plans for meeting those unmet needs.
- Demonstrate knowledge and ability to apply Title 8 of the Lummi Nation Code of Laws, to provide services and support program operations.
- Ability to work cooperatively with groups and individuals in LIBC agencies, at DCYF, and other outside agencies.
- Ability to organize and prioritize workload
- Ability to recruit, train and retain staff who work well with the Lummi community.
- Possess excellent oral and written communication skills.
- Ability to present clear and concise information in quarterly, annual, and grant reports.
- Ability to work under strict timelines
- Must lead by example, by demonstrating punctuality, trauma informed care, knowledge of and respect for all people and Lummi cultural values.
- Possess a good understanding of the needs and vision of the Lummi Nation and be able to tactfully handle culturally sensitive issues.
- Must have experience managing State and Federal Grants, which includes narrative and statistical reports, and budget development, with a preference for successful grant application experience.
- Possesses a working knowledge of Federal and State Laws that affect Child Welfare services, including at least the Indian Child Welfare Act, Family First Prevention Services Act, Indian Child Protection and Family Violence Prevention Act, Adam Walsh Child Protection Act, and the Fostering Connections to Success and Increasing Adoptions Act.

#### **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 FBI Fingerprint Criminal Background Check, and Child Abuse and Neglect data base check.

#### **TO APPLY:**

To obtain a Lummi Indian Business Council (LIBC) application go to: <https://www.lummi-nsn.gov/Website.php?PageID=381> 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.