



# 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:** Success Coach I (ON-CALL)  
Kwenangets Department

**OPEN:** January 12, 2026

**EXEMPT:** No

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

**SHIFT:** Variable

**LOCATION:** Men's Reentry Center

**DURATION:** On-Call

**CLOSES:** January 26, 2026

**JOB CODE:**

**DIVISION:** Administration

**DEPARTMENT:** Reentry Program

**SUPERVISOR:** Reentry Manager

**VACANCIES:** 1

**JOB SUMMARY:** The Success Coach Level I receives direction from the Reentry Manager in assisting residents of the Men's Re-entry Center (MRC) and other clients on their Journey to Wellness for successful transition back to the Lummi community, and also includes daily responsibilities for operating and maintaining the MRC. Success Coaches are a vital component in efforts to actively assist MRC residents and other clients in their daily responsibilities. Success Coaches are expected to be a supporting role-model for their clients on their Journey to Wellness (J2W), by providing guidance and encouragement for the participation and completion of services in each resident's Individual Wellness Plans (IWP).

This work contains an element of personal risk as many of the Re-entry Program clients have been incarcerated for felony level crimes, including assaults, and drug related crimes. Potential applicants should consider their ability to maintain their own safety, before applying.

This Position is an essential services position, and will require work outside of normal LIBC business hours, including some Holidays.

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

1. May provide transportation of clients when necessary to their successful IWP work.
2. Act as a resource for clients and actively encourage participation in the completion of IWP services and their legal obligations (i.e., support services and programs, community events & activities, cultural activities, recreational activities, and development of life skills).
3. Motivate residents by assisting them with developing task management skills that complete their IWP goals (i.e., helping residents create and complete a daily log or plan).
4. Support residents in maintaining a clean & sober lifestyle while participating in Reentry Program services and strengthen their skills for post-program sobriety.
5. Facilitate group support meetings at the MRC residence;
6. Responsible for connecting and helping residents with scheduling group support meetings;
7. Provides Life Skills training to residents
8. Responsible for connecting and helping residents with scheduling group support meetings;

9. Assign and monitor daily chores of residents to help maintain the facility.
10. Report any notable instances of resident activities involving other residents or staff.
11. Provide crisis intervention as needed with any Reentry Program safety concerns.
12. Provide a Role Model figure for residents by participating in all Reentry Program activities.
13. Present a professional image of the Journey to Wellness to residents, the public, staff and others at all times, both in person and through electronic communication and maintains boundaries in personal space, in speech and physicality;
14. Monitors compliance with all MRC Policies and Rules of Conduct.
15. Conduct resident room checks for policy compliance, hygienic purposes, any safety concerns, and protection of property.
16. Ensure rooms are properly sanitized and prepared for incoming residents.
17. Distribute resident starter care packages for new residents i.e. - Reentry Policy Manual, Rules of Conduct, shampoo, toothbrush & toothpaste, soap or body wash, bed sheets & linens, and a pillow.
18. Ensure safety and cleanliness of the Reentry Home
19. Success Coach responsibilities include simple maintenance.
20. Maintain household needs in regard to supplies, cleaning supplies, and hardware.
21. Report any violations or non-compliance of Rules of Conduct as directed by the Reentry Manager.
22. Applies and uses cultural knowledge to assist residents with alternatives for health, wellness, and recovery i.e., sweat lodge, White Bison, smudging, drumming circles etc.;
23. Documents client services, and daily activities;
24. Must attend trainings for professional skill development.

#### **MINIMUM QUALIFICATIONS:**

- Applicants must have either:
  - A) At least two years of College course work and a minimum of 2-years of verifiable experience working with persons who are either recently released from incarcerations, involved in the judicial process, or recovering from substance abuse, **OR**
  - B) High School Diploma or GED and 4-years of verifiable experience working with persons who are either recently released from incarceration, involved in the judicial process, or recovering from substance abuse.
- College course work, certifications, and/or personal experience in recovery or reentry may be substituted for minimum work experience, with permission of the Director.
- Personal experiences recovering from substance abuse or criminal background issues is an asset in this position.
- 3 years of sobriety, *preferred*
- 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:**

- Able to conduct interviews and assessments of program residents.
- Able to conduct data entry.
- Ability to translate data into presentable charts.
- Capable of managing a household of up to 14 residents at a time.
- Knowledge of crisis intervention techniques.
- Able to advocate for residents throughout their Journey to Wellness.
- Ability to take part in all culture-curricular activities.
- Able to provide reporting of residential incidences.

- Able to distribute house duties amongst residents and success coaches.
- Able to conduct intakes, assessments, and evaluations for Reentry Program.
- Capable of developing Individual Wellness Plans with residents.
- Maintain knowledge of resident schedules and needs and responsibilities included in their Individual Wellness Plans.
- Able to apply and use cultural knowledge towards the residents' Journey to Wellness.
- Able to attend and bring residents to cultural community events.
- Must be able to work independently with minimal supervision.
- Knowledgeable of the 12 STEP program.
- Ability to articulate and demonstrate Knowledge of chemical addiction issues.
- Maintain knowledge of up-to-date requirements of Lummi Counseling Services and/or other substance abuse programs and services.
- Ability to identify possible residents who may be under the influence.
- Able to conduct a random urinalysis for residents.
- Familiarity with wellness programs and their functions i.e. - Alcoholics Anonymous, Narcotics Anonymous, Gamblers Anonymous, Ala-teen and Ala-non programs.
- Must have excellent verbal communication skills.
- Able to assist with the maintenance and up-keep of the residential house.
- Maintain a proper role model status within the community.
- Provide transportation for residents in the case that public transportation deems difficult in meeting resident needs.
- Ability to maintain strict confidentiality at all times.
- Knowledge of Court process, Behavioral Health Services, and Social Services programs.

#### **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.
- Must live a Clean and Sober lifestyle
- Position requires Criminal Background Check.
- Must be CPR-First Aid certified or complete CPR training in first 90 days of employment.
- Must be Naloxone certified or able to do a Naloxone training within first 90 days of employment.
- Recent or new criminal charges are a disqualifier.

#### **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.