



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: Shelter Advocate
Lummi Victims of Crime

OPEN: July 8, 2026

EXEMPT: No

SALARY: \$25/hr. Per Grant

SHIFT: Varies

LOCATION: LVOC DV Shelter

DURATION: Regular Full Time

Grant Ends: 09/30/2027

CLOSES: July 22, 2026

JOB CODE:

DIVISION: Law & Order

DEPARTMENT: LVOC

SUPERVISOR: Shelter Manager

VACANCIES: 1

JOB SUMMARY: Shelter Advocate is responsible for ensuring the safety and security of LVOC clients and providing advocacy and referral services to eligible clients residing in the LVOC DV shelter. Primary duties for the position include performing resident intakes, completing an advocacy services plan, meeting regularly with residents to identify required services, provide additional information and referrals to clients, and working a quarterly or bi-annual rotating shift from days to evenings and weekends. Flexibility is required.

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

1. Collaborate with Shelter Manager, Assistant Manager and Advocates by completing required intake processes and provide shelter orientation when new residents enter the shelter.
2. Complete exit survey with residents moving out of shelter. Clean/sanitize rooms after clients exit. Pack clients' belongings as needed.
3. Interact with shelter residents utilizing a trauma informed care approach.
4. Educate residents about domestic violence and sexual assault, one-on-one, and in groups.
5. Provide direct services to victims of domestic abuse and their children including crisis intervention, safety planning, advocacy, parenting support, information and referrals.
6. Meet weekly, or no less than bi-weekly as time permits, with residents to monitor action plan progress.
7. Enter data into InfoNet at least monthly.
8. Maintain and submit appropriate records for reporting requirements (i.e. client log, work log, progress notes, etc.)
9. Perform routine chores and cleaning tasks assigned to ensure the safety and cleanliness of the shelter facility.
10. Plan, prepare and facilitate activities for clients and their children to participate in the evenings or weekends.
11. Attend mandatory shelter meetings weekly. Attend other meetings and trainings as required.
12. Maintain professional standard and comply with LIBC, LVOC and Shelter policies and procedures.
13. Contact/communicate with law enforcement regarding safety of clients as needed.
14. Transport residents to medical, legal, housing, and therapy appointments when needed.
15. Represent the agency in a positive, professional manner always.

16. Adhere to agency policies and work rules including confidentiality, child abuse reporting, and code of ethics. Maintain professional boundaries.
17. Always represent LVOC and LIBC in a positive and courteous manner.
18. Other duties as assigned.

MINIMUM QUALIFICATIONS:

- High School Diploma or GED
- Knowledge and understanding of Sexual Assault, Domestic Violence, Child Abuse, Elder exploitation and vulnerable adults *preferred*.
- Work experience in advocacy and case management *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:

- Basic computer skills *required*
- Strong written and oral communication skills *required*
- Strong conflict resolution, problem solving skills and attention to detail *required*
- Maintaining strict confidentiality *required*
- Ability to multi-task and work independently *required*
- Ability to handle stressful, crisis situations *required*
- Ability to work well with others in a team environment *required*
- Possess knowledge of Lummi Community, *preferred*
- Ability to demonstrate sensitivity and empathy with traumatized populations, including children.
- Ability to work flexible hours and shifts.
- Ability to deliver quality client services and work with diverse client population.
- Ability to perform physical task: move objects, bend, and lift up to 40lbs.

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.
- Position requires extensive Criminal Background Check. This position requires regular contact with or Control over Indian Children and is therefore subject to an extensive Criminal Background Check and CAMIS Check.
- Must have completed or agrees to complete 30 hours of initial sexual abuse/assault and training, plus 12 hours of on-going sexual abuse/assault training annually that is approved by Washington Coalition Sexual Assault Program.
- Must have completed or agrees to complete 20 hours of basic domestic violence training, plus 30 hours of on-going annually domestic violence training annually that is approved by the Washington State Coalition Against Domestic Violence Program.
- Must have completed or agrees to complete the DVSAS/Women care Volunteer Trainings.
- Must be willing to travel to receive training in Domestic Violence, Sexual Abuse/Assault and other types of victimization and Domestic Violence Shelter Operations.
- Must have completed or agrees to complete Mandatory Reporting Training within 90 days of hire.
- Must have completed or agrees to complete CPR and first aid training within 90 days of hire.
- This is a grant funded position with a **current end date of 09/30/2027**. When additional funding is secured this job description will be updated accordingly.

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.