



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: Office Assistant
Child Welfare (CW)

OPEN: September 17, 2026

EXEMPT: No

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

SHIFT: Day

LOCATION: LCW Office

DURATION: Regular Full Time

CLOSES: Until Filled; 1st review 9/28/26

JOB CODE:

DIVISION: Administration

DEPARTMENT: Kwenangets

SUPERVISOR: LCW Program Manager

VACANCIES: 1

JOB SUMMARY: The future of the Lummi Nation depends on the wellness and education of our children, in both the western sense, and in accordance with Lummi culture. The Lummi Child Welfare Program is charged with a legal obligation in Title 8 of the Lummi Code of Laws to investigate complaints that Lummi children and children in the Lummi community may not be safe and/or properly cared for. Child Welfare employees are responsible for performing this legal duty.

The Office Assistant for Child Welfare performs an essential role in the success of the Child Welfare Program's efforts to provide the best possible service to the Lummi People. The Office Assistant greets the public, listens to their needs, and refers them to the proper staff members. The Office Assistant also works closely with employees from other LIBC agencies, and Washington State Children Administration employees to gather and distribute information. The Office Assistant is responsible for recording and distributing court documents and service provider reports and completing Personnel Action and Payroll forms. The Office Assistant is regularly required to shop for office and family assistance supplies and arrange for the repair of Dept vehicles. The Office Assistant is also required to accomplish daily administrative and clerical tasks that ensure the smooth operation of the Child Welfare Office and Kwenangets Department.

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

1. Meet and greet clients and visitors, determines nature of business, and announces visitors to appropriate staff.
2. Receive phone calls and faxes, directs, and relay messages for the Child Welfare Office.
3. Process work orders for needed supplies and payments for invoices from vendors.
4. Coordinate office mailings in a timely manner.
5. Gather Timecards and complete Time Sheets.
6. Pick up and distribute pay stubs for staff.
7. Secure meeting space and meeting supplies as necessary.
8. File, and scan/upload necessary documents to Share Point.
9. Update office appointment calendars, staff schedules, and vehicle log.
10. Coordinate and make reservations for travel and process work orders and documentation as needed.

11. Take clear and concise notes during meetings, such as staff meetings and distribute to LCW staff as needed.
12. Primary responsibility for maintaining office supply inventory and for clothing and other supplies for children in care.
13. Primary responsibility for preparing Personal Action and Payroll forms, routing forms appropriately and following up to ensure documents are processed in a timely manner.
14. Primary responsibility for the coordination, preparation, and maintaining of records, including vehicle maintenance, gas cards, PO requests, receipts, client donations, employee travel, one time financial assistance to children in care, etc.
15. Primary responsibility for distribution of financial assistance to care providers of Children in Care of the Nation, including the handling of cash equivalents.
16. Responsible to satisfactorily complete all assigned training, including but not limited to; Working with Trauma Affected Families, HIPAA, Naloxone, First Aid, Budget, HR Forms, and new employee classes.

MINIMUM QUALIFICATIONS:

- High School Diploma or GED, AND one (1) year experience in a social services or Child Welfare setting
- 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 maintain strict confidentiality at all times.
- Possess excellent listening skills.
- Ability to be objective and non-judgmental.
- Possess sincere concern for the well-being of children, especially children of the Lummi Nation.
- Ability to interact respectfully with people from diverse economic, educational, and ethnic backgrounds.
- Ability to work cooperatively with different types of personalities.
- Knowledge and understanding of issues and dynamics within families in crisis relating to child abuse and neglect given preference.
- Possess understanding of crisis management and the ability to deal with situations that need immediate action.

REQUIREMENTS:

- 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.
- Must pass pre-employment and random drug and alcohol test to be eligible for and maintain employment.
- Must be dependable with a high level of integrity.
- Must be able to maintain respect with clients and other service professionals at all times.
- Must have knowledge working with families in crisis, at-risk youth and families involved with community services.
- Must be able to work in a flexible, high stress environment with a patient easy going personality.
- Must be able to articulate knowledge of and/or experience in the Lummi cultural community and the role of culture in the tribal healing process.

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.