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: Big Sister
Lummi Youth Wellness Center
Re-Advertise

OPEN: November 13, 2026
EXEMPT: No
SALARY: (7) $20.07-$22.60/hr. DOE
SHIFT: Morning Shift (8 am to 4:30 pm)
LOCATION: LYA
DURATION: Regular Part Time

CLOSES: Until Filled
JOB CODE:
DIVISION: Lummi Youth Social Services
DEPARTMENT: Lummi Youth Wellness
SUPERVISOR: LYWC Manager
VACANCIES: 1

JOB SUMMARY: Big Sister and Brother will be responsible for the safety of the youth who reside in the facility during the weekend. This will be achieved by enforcing the residence rules through the procedures developed. They will also monitor each youth to ensure safety at all times. They will also help to ensure the facility is secure on a daily basis. They will act also as a youth advocate in all interactions. The Big sister will work Saturday and Sunday 8 am – 4:30 pm and on call as needed during the weekdays.

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

1. Encourage, assist, and advocate for youth in a positive manner at all times.
2. Monitor youth to ensure safeness when at the Youth Academy.
3. Must document any incidences which occur that may be harmful to the youth or staff or facility that have occurred while on shift.
4. Monitor youth interaction with each other to maintain a safe and positive home environment consistent with the rules for the facility.
5. Perform daily room checks to insure cleanliness throughout the facility. The daily clip should note the cleanliness and sanitation of the LYA facility.
6. Assist and assign youth to perform routine housekeeping duties in their rooms and in common areas and other chores as needed and appropriate.
7. Assist youth to successfully resolve issues with homework, residential, relationship, and personal problems.
8. Assist youth with personal hygiene (which may include possible head-lice treatment).
9. Will be required to do light housekeeping (sweeping, mopping, taking out garbage, washing dishes, etc.) as needed.
10. Perform perimeter hourly patrols throughout each shift to help maintain security.
11. Prepare and submit daily shift report (Pass-Down) consistent with procedures established by the Lummi Youth Academy Manager.
12. Participate in client in-take and follow-up training.

13. Perform client in-take and follow-up interviews with clients consistent with techniques presented in training
14. Assist with ensuring facility is safe at night for all Youth Academy residents by completing ½ room checks throughout the night and document in the sleep log.
15. Assist with any evening/night emergencies which may arise.
16. Must be able to mentor and advocate for youth in a compassionate and caring manner.
17. LYA Big Sister shall be a primary teacher to the students for a healthy lifestyle in the areas of: cleanliness, nutrition, social media safety, community events, goal setting and transportation.

ORGANIZATIONAL RESPONSIBILITIES:

1. Inform and continually update supervisor on any problems and potential problems related to residential services and treatment activities.
2. Maintain quality professional standards in all areas of work so that the goals of the Lummi Youth Academy can be achieved.
3. Operate Lummi Youth Academy equipment and vehicles consistent with manufacture's instruction and maintain in good and clean working order.
4. Report any maintenance issues regarding facility or equipment to the Facilities Manager.
5. Maintain knowledge and follow all Lummi Nation Safety procedures, including all tests and drills.
6. Maintain knowledge and follow all Lummi Youth Academy Security procedures.
7. Present a professional image of the Lummi Youth Academy to clients, the public, staff and others at all times, both in person and through electronic communications.
8. Maintain **strict confidentiality** in all work-related areas.
9. Process all client information and activities in a confidential manner consistent with the Lummi Nation's Policies.
10. Participate in staff and program team meetings, including consultation and supervision and professional training sessions as required by their supervisor.
11. Completes and maintains all records, reports and forms in a timely manner consistent with Lummi Youth Academy's established procedures.
12. Adhere to all applicable federal, state and tribal statutes, regulations and administrative rules that relate to the provision of behavioral health services.
13. Will be required to cover other shifts, if necessary.
14. Will be required to arrive at work on time and discuss Pass Down daily, if needed.
15. May be required to transport clients to school or appointments, if needed.
16. Must attend any staff meeting required.
17. Other job duties as assigned.

MINIMUM QUALIFICATIONS:

- High School Diploma required, or GED is allowable substitute for H.S. Diploma with applicant proof of fulfilling the work history requirements as listed below
- Minimum age requirement 21 and over.
- 1 - Full year of successful-work experience working with middle/high school age students, required.
- Some educational experience in Health-related field and successful work experience providing residential and/or youth related services *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:

- Knowledge of familiar residential care.
- Ability to develop and maintain an appropriate, professional relationship with relatives of clients.
- Ability to develop and maintain an appropriate and professional relationship with other service providers, consultants and case managers.
- Be a positive role model for clients.
- Ability to work with At-Risk Youth.

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 extensive criminal background check and CAMIS check.
- Must be knowledgeable about State and Federal Medicaid Programs or be willing to be trained in this area.
- Must participate in training needed to gain the skills needed to actively and effectively participate in the client in-take and follow-up processes.
- Must have the following training or able to attend training after hire
    - Food Handlers permit or similar permit from the State.
    - First Aid/CPR
    - HIV/Blood-Borne pathogens
    - Mandatory child abuse reporting.
    - HIPAA

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.