



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: AWARE Youth Leadership Assistant

OPEN: July 9, 2019

EXEMPT: Yes

SALARY: 18.48

SHIFT: Day/Flexible

LOCATION: Lummi Behavioral Health

DURATION: Regular Full Time

Grant Ends 09/29/2023

CLOSES: July 23, 2019

JOB CODE:

DIVISION: Lummi Behavioral Health

DEPARTMENT: Mental Health

SUPERVISOR: AWARE Youth Leadership Manager

VACANCIES: 1

JOB SUMMARY: The AWARE Youth Leadership Assistant will provide assistance to the AWARE Youth Leadership Manager with preparing, planning and supporting youth activities in the three local education agencies; Lummi Nation Schools, Ferndale School District, and Bellingham School District. The role of the AWARE Youth Leadership Assistant is to assist with the engagement and involvement in the promotion of mental wellness of school-age youth and their families.

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

1. Assist AWARE Youth Leadership Manager on planning and supporting youth activities within three local education agencies; Lummi Nation Schools, Ferndale School District, and Bellingham School District
2. Assist in the promotion of services provided throughout Lummi Nation and community to increase engagement and involvement in activities of school-aged youth and their families
3. Will be responsible for promoting positive messages through appropriate activities to support the grants services provided to youth and their families
4. Work with the AWARE Youth Leadership Manager in conjunction with the advisory committee identified as: the Project AWARE Team, and the youth, elders, school counselors, and caregivers to develop and coordinate culturally appropriate policies designed to amplify consequential youth voice for its governance structure (e.g., Project AWARE, LIBC Administration) and its partner organizations (e.g., Lummi Nation Schools, Ferndale School District, and Bellingham School District)
5. Collaborate with the AWARE Youth Leadership Manager to build relationships to establish Memorandum of Agreements with youth-serving organizations (e.g., Boys and Girls Clubs) and other systems (e.g., transportation) to expand opportunities by removing barriers and promoting the youth's voice throughout Project AWARE
6. Assist in the preparation, planning, and implementation of the canoe journey curriculum with the guidance of the AWARE Youth Leadership Manager and Project AWARE Advisory Committee
7. Assist with the AWARE Youth Leadership Manager with carrying out the song and dance protocol with the guidance from the cultural leaders
8. Other related duties as assigned

MINIMUM QUALIFICATIONS:

- High school graduate or equivalent
- Experience working with youth and families
- Knowledge of tribal culture
- 2 years experience working with youth, specifically in human services-related fields (i.e., recreation, psychology, sociology, and criminal justice).

- 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:

- Communication and listening skills to develop rapport with Lummi family members
- Possess problem solving skills
- Organizational skills, with experience planning youth-friendly meetings and events
- Understanding of positive youth development principles and experience applying them to youth-serving organizations
- Experience working with youth involved in multiple systems, especially community-based mental health, juvenile justice, and/or child welfare systems
- Ability to make oral presentations to diverse audiences, including youth consumers, service providers, and policy makers
- Knowledge of local resources available to Lummi youth and families
- Ability to build partnerships with stakeholders across multiple organizations and systems locally and nationally
- Experience in grassroots organizing and advocacy
- Ability to connect with youth and have respect for youth culture
- Ability to support youth and share power to foster a youth-driven process
- Computer skills and reports writing skills and be able to learn on the job and willing to participate in relevant job training opportunities as identified
- Ability to maintain strict confidentiality at all times

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 an extensive Criminal Background Check and FAMLINK Check.
- Position is grant funded that will end on **September 29, 2023**. If additional funding is received this position will need to be reviewed for grading purposes

TO APPLY:

To obtain a Lummi Indian Business Council (LIBC) application go to: <https://www.lummi-nsn.gov/Website.php?PageID=376> 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.