

Julie M. Jefferson

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SKILLS and QUALIFICATIONS

- Over 25 years of experience working for a Tribal government.
- Strong knowledge of Native American governmental programs, resources and services.
- Experience in training and guidance to staff to ensure that program goals and objectives are met.
- Experience in budget planning, preparation and monitoring of budget expenditures.
- Experience working with grants, which support programs for Native Americans residing in Whatcom County.
- Ability to prepare and present verbal and written information and reports.
- Experience in developing program policy and procedures.
- Ability to communicate effectively with Tribal members and staff.
- Possess awareness and sensitivity of Indian traditions, customs and socioeconomic needs.

EXPERIENCE

Lummi Vocational Rehabilitation Director—2009 to Present

Responsible for management and facilitation of program funding requirements, financial records, program performance reports, perform audits of case files and maintain high level of confidentiality. Understand the basics in job development, job description and contracts for work experience programs to help workers maintain or improve job skills. Involved in monitoring and auditing of grant awards, participate in workgroups, and supervise four Vocational Rehabilitation Counselors. Familiar with Tribal government operations

Lummi TANF Program – 2008 to 2009

Social Worker – Provided intensive case management for Native Americans/Native Alaskans served through Lummi Nations TANF Department to assist clients in becoming and maintaining self-sufficiency. Other functions include assisting in the coordination and implementation of the employment process, workforce development and self-employment programs for Lummi Tribal community members by actively participating in interdepartmental meetings, coordinating services to clients, gathering and reporting data, and other activities of benefits to Tribal clients.

Lummi Vocational Rehabilitation Program – 2003 to 2008

Vocational Rehabilitation Lead Counselor – Assisted Vocational Rehabilitation Director as needed with office management, personnel and office coverage, as well as provided counseling services to qualified clients through the Lummi Vocational Rehabilitation Department. Assist in providing leadership of case staffing with Vocational Rehabilitation Counselors. Coordinate resources and services with various local, state and federal agencies on the Lummi Reservation, Bellingham, and in Whatcom County.

Lummi Head Start – 2001 to 2003

Administrative Assistant – Assisted in the development of program policy and procedures, maintained program budget relating to expenses and monthly reports. Coordinate staff training on Head Start Performance Standards.

NWIC Admission/Recruiter 1998 to 2000

In coordination with the Director of Admissions developed and delivered NWIC literature via media (video, radio and internet) for recruiting purpose. Coordinated and/or assisted with campus tours for prospective students' groups and visitors. Maintain accurate student candidate information and assisted with reporting prospective student demographics. Provided input for annual recruitment/admission plans and participated in evaluation from previous year to implement new goals and objectives for coming years.

NWIC Financial Aid Specialist – 1996 to 1998

Responsible for the day-to-day functions of financial aid services to student on the Lummi Campus.
Assisted students in the utilization of financial aid services and maintained student financial aid records.
Assist Financial Aid Committee in the development of procedures and administrative policies.

Northwest Indian College (NWIC) – 1989 to 1996

Administrative Assistant – under the direct supervision of the Vice-President and Dean for Instruction and Student Services provided administrative support, which included personnel administration, record management, report preparation, maintained departmental cuff account.

EDUCATION

Western Washington University, Bachelor of Arts in Human Services 1994

Northwest Indian College, Associates of Arts and Science, General Direct Transfer Degree 1991

Certificate of Completion – Motivational Interviewing for Native Americans/Alaska Natives – March 21, 2014

Certificate of Completion – LIBC HIPPA Training – October 1, 2015

Certificate of Completion – Work Strides Training – October, 2016

Certificate of Completion – World of Work Inventory (WOWI) Level I & II – May 9 & 10th, 2017

OTHER EXPERIENCE

Grant Writing

Tribal Representative for Washington State Council for the Department of Service for the Blind