



# 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 LEA Project Manager

**OPEN:** November 27, 2019

**EXEMPT:** No

**SALARY:** \$33.18 Grant Funded

**SHIFT:** Day

**LOCATION:** Behavioral Health

**DURATION:** Regular Full Time

**Grant Ends 09/29/2023**

**CLOSES:** December 19, 2019

**JOB CODE:**

**DIVISION:** Behavioral Health

**DEPARTMENT:** Mental Health

**SUPERVISOR:** AWARE Project Co-Coord.

**VACANCIES:** 1

**JOB SUMMARY:** The AWARE LEA (Local Education Agency) Project Manager position will be primarily based within the assigned school district. Each AWARE LEA Project Manager will be assigned to one of the following school districts: Lummi Nation School, Ferndale School District, and Bellingham School District. The AWARE LEA Project Manager will coordinate and/or provide training, outreach, crisis response, connection to resources and referrals, and direct services to school-aged youth and families within an evidenced-based, culturally competent, developmentally appropriate framework. The AWARE Project Manager will serve as the liaison and coordinator between the assigned school district and counseling, cultural, and case management services provided by Lummi Behavioral Health staff.

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

### School-based Project Management:

1. Increase awareness of mental health issues among school-aged youth by providing training for school personnel and other adults who interact with school-aged youth.
2. Conduct outreach and engagement with school-aged youth and their families to increase awareness and identification of mental health issues and to promote positive mental health.
3. Connect families, schools, and communities to increase engagement and involvement in planning and implementing school and community programs for school-aged youth.
4. Help school-aged youth develop skills that will promote resilience and promote pro-social behaviors; avert development of mental and behavioral health disorders; and prevent youth violence.
5. Immediately respond to the needs of youth who may be exhibiting behavioral/psychological signs of a severity indicating the need for clinical intervention.
6. Work directly with tribal youth within the assigned school district with complex emotional, medical, and/or learning needs, and with families to achieve treatment and wellness goals using a culture driven wraparound process.
7. Identify resources and links youth and families who are referred for Project AWARE support services with behavioral health resources and community resources and services including but not limited to stable housing, medical care, health insurance, employment resources, educational development, and after school programming to meet the basic needs of clients and enhance their level of functioning.

8. Develop an electronic database for referrals and resources.
9. Participate on treatment team meetings and serves as a liaison with schools, human services, courts, law enforcement and doctors.
10. Support the coordination of care with community resources, such as Lummi Children's Services, Lummi Counseling Services, Lummi parent educators, Lummi Nation School and Early Learning Programs, Ferndale School District, Lummi Employment Training, and other stakeholders in order to provide wrap-around services for children, youth, and adults.
11. Support the AWARE Project Director and AWARE Clinical Manager in development of integrated systems that create safe and respectful environments for learning and promote mental health of school-aged youth.

Licensed Mental Health Provider Responsibilities:

1. Provide individual and group mental health treatment services to school age youth using a strength-based approach to address cognitive, behavioral and/or emotional deficits.
2. Provide culturally congruent and sensitive treatment services.
3. Use an evidenced based practice therapeutic model in the delivery of services. i.e. Trauma-focused, Cognitive Behavioral Therapy, and Motivational Interviewing practices based on client individual needs.
4. Provide appropriate and timely referral assistance to clients whose needs are beyond the scope of practice and require more specialized services. Referrals will be coordinated with the AWARE Clinical Manager, Behavioral Health Director and Behavioral Health Clinical Manager.
5. Provide consultation with client family members and other service providers on the Reservation or in the broader community consistent with the client's wishes or needs.
6. Comply with the provisions of the Lummi Behavioral Health treatment manual for consistency in documentation, programmatic processes and standardization.
7. Act as a primary care clinician or work as a clinical team for assigned clients.
8. Standardized practices for services include obtaining:
  - a. Obtain signed Informed Consent from client and verbally review with client
  - b. Complete mental health assessment
  - c. Create an individualized treatment plan utilizing the client's voice
  - d. Develop crisis plan if necessary
  - e. Submit progress notes according to Behavioral Health policy and WAC standards
  - f. Maintain client records ensuring mental health assessments, treatment plans, progress notes are completed within times required
  - g. Actively close out files when clients complete services or discontinue access to services
  - h. Provide support for other team members and their clients during scheduled work hours or when clinicians are on leave
  - i. Attend weekly clinical staffing meetings for administrative and group supervision
9. Collaborate and coordinate client care with affiliated service departments such as Probation, Lummi Counseling Services, the Courts, Lummi Children Services, Employment Training, Lummi Tribal Health Clinic, school systems.

**MINIMUM QUALIFICATIONS:**

- Masters degree in Psychology, Education, Counseling, Social Work, or Behavioral Science from an accredited college or university.
- Washington State Licensure as a mental health provider.
- Documented experience working with children, youth, adults, and families.
- Must possess and maintain 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 learn on the job and willing to participate in relevant job training opportunities as identified.
- Knowledge of HIPAA rules and regulations.
- Knowledgeable in mental health performance standards.
- Knowledgeable in addictions treatment and co-occurring problems.
- Knowledge of local resources available to Lummi youth and families.
- Good communication and listening skills.
- Knowledge of treatment-integrated understanding of historical trauma and Native cultural values.
- Knowledgeable about HIV/AIDS and sexually transmitted diseases.
- Must have basic 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.

**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 successful and extensive criminal background check, CAMIS background check, and FAMLINK Check.
- Must have CPR and First Aid certification within 30 days of hire.
- Experience working with Native American children and their families *preferred*.
- Must be accepting and respectful toward clients and staff
- Must be flexible and able to work nights and weekends.
- Must be willing to travel and participate in trainings as necessary.
- Position is grant funded that will end on **09/29/2023**. 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/widgets/JobsNow.php> or request by e-mail [libchr@lummi-nsn.gov](mailto: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.