



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: Clinical Manager
Behavioral Health (BH)

OPEN: September 17, 2018

EXEMPT: Yes

SALARY GRADE: (11) \$33.18-37.16

SHIFT: Day

LOCATION: Tribal Administration

DURATION: Regular Full Time

CLOSES: September 21, 2018

JOB CODE:

DIVISION: BH

DEPARTMENT: Mental Health

SUPERVISOR: BH Director

VACANCIES: 1

JOB SUMMARY: The Clinical Manager will coordinate and integrate the therapeutic services provided by the mental health clinicians in the Behavioral Health Division. This position will work collaboratively with the Behavioral Health Director, the Lummi Counseling Services Manager, and their Clinical Supervisor. The Clinical Manager will provide clinical guidance and technical support, updates on coding, documentation, supervision for licensed and associate licensed clinicians, and administrative reporting as required. Responsibilities also include ensuring quality improvements are implemented to meet community needs with services delivered.

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

1) Clinical Direction:

- Direct the development of a comprehensive strategy for the assessment, diagnosis, and treatment interventions for Lummi Behavioral Health Division clients that is culturally informed.
- Identify comprehensive strategies that can integrate the domains of cultural history, family systems, developmental disorders, neurological deficits, trauma and abuse, chemical dependency, and mental health components.
- 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.
- Continually assess the electronic formats utilized in the electronic health records to ensure therapists have the appropriate tools to complete and meet the programmatic demands and the Washington State Code requirements.
- Assist in the development of outcome-based assessments that lend themselves to empirically based research reporting. Work collaboratively with the licensed psychologist to identify and provide training of clinical staff in the use and scoring of evidenced based assessment tools appropriate for various mental health conditions.
- Collaborate and determine a schedule with the LTHC Medical Director regarding the integration of a BH clinical team at the Tribal Clinic to provide holistic centered patient care in conjunction with the doctors and nurses.

- Assist the Behavioral Health Director in the development of MOA's with Lummi program partners and schools and services in the broader community.
- Identify additional resources for clients not provided by Lummi Behavioral Health such as inpatient treatment access, referrals for psychiatric evaluations, referrals for autism and fetal alcohol assessments, and other specialized services as needed.
- Develop monthly reports in order to review clinicians' active caseloads, to monitor clinician encounter rates, and to determine distribution of referrals. A database will be maintained on all referrals coming to Lummi Behavioral Health. This information will be compiled quarterly and provided to the Director of Behavioral Health for reporting to the Health and Human Services and to the General Manager.
- Support the coordination of billing for services between coders and clinicians to meet all WAC and departmental documentation requirements.
- Manage overall demands of a large clinical team to include, but not limited to, leave requests/coverage, schedule changes, stress management, workplace atmosphere, and time management.
- Actively manage and problem-solve Open Access and crisis walk-ins. Provide clinical support to clients in crisis, triage with MH clinical staff, the LTHC medical team, and/or the Chemical Dependency clinical staff as needed.
- Assist the Behavioral Health Director in the development and preparation of departmental work plans and yearly budgets.

2) Clinical Supervision:

- Lead weekly Clinical meetings with the mental health clinicians to discuss administrative tasks and process, clinical training needs, LIBC program updates and changes, and case reviews as brought forward by the clinicians.
- Lead monthly Clinical Lead meetings with the Director of BH and the Clinical Leads to discuss departmental issues and outlook.
- Ensure clinicians participate in required LIBC employee trainings.
- Provide individual supervision monthly or more frequently as needed for each Clinical Lead in order to provide consultation, determine individual training needs, and provide feedback on clinical charting.
- Keep a log of individual supervision for licensed mental health clinicians and trainees.
- Coordinate continuing educational experiences that would enhance the skill development of each therapist in order for the therapists to meet the service goals of the Lummi Behavioral Health Division and all Washington State requirements for clinicians.
- Collaborate and coordinate with the LTHC medical team and the mental health clinicians on the delivery of psychotropic medications and the related medication management for the clients.
- Participate in weekly management meetings with the Behavioral Health management team for both the mental health and chemical dependency programs.
- Collaborate with the schools and with Lummi program partners on the presentation of prevention and intervention trainings for youth, adults, and the community.
- Responsible for completing the Annual Performance Reviews for each Clinical Lead.
- Maintain strict confidentiality in all work related areas; process all client information activities in a confidential manner consistent with Lummi Nation's policies.

MINIMUM QUALIFICATIONS:

- WA State license for 1 of the following: Licensed Mental Health Counselor, Licensed Marriage and Family Therapist, Licensed Independent Clinical Social Worker, Licensed Advanced Social Worker required.

- Completion of 15 hours of Supervision training that meets the WA State requirements to be a Supervisor. Must provide proof.
- 1 year of full time work experience in clinical supervision of mental health providers and the coordination of complimentary billing and processing of client information.
- 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:

- Experience working with Native American children and their families.
- Proficiency in the assessment, testing, and diagnosis of mental health conditions in accordance with the DSM 5.
- Knowledgeable of addictions treatment.
- Experience in the modalities of both naturalistic and quantitative research.
- Skill in communication, collaboration, and problem solving with colleagues, clients, and partners in the community.
- Skill and ability to respond to crises and is able to coordinate the appropriate care.
- Knowledge of the Washington Administrative Codes pertaining to mental health administrative and clinical documentation requirements.
- Ability to multitask in a fast paced environment.
- 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 is subject to extensive Criminal Background Check. 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 received HIPAA training in the last year.
- Must have documented HIV/AIDS training.
- Must have documented CPR certification within 30 days of hire.
- Must be accepting and respectful toward clients and staff.
- Must be flexible and able to work nights and weekends when necessary.
- Training on the impact of trauma upon individuals, families, and cultures and the associated integration of treatment *preferred*.
- Experience working with Native American children, adults, and/or families *preferred*.

TO APPLY:

To obtain a Lummi Indian Business Council (LIBC) application go to: <http://lnnr.lummi-nsn.gov/LummiWebsite/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.