



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: Case Manager

Transitional Home - Counseling Services (CS)

****RE-ADVERTISED****

OPEN: September 21, 2018

EXEMPT: No

SALARY: \$18.97-\$21.21 per hour DOE

SHIFT: Day

LOCATION: CS Building

DURATION: Regular Full Time

CLOSES: September 27, 2018

JOB CODE:

DIVISION: Behavioral Health

DEPARTMENT: CS

SUPERVISOR: CS Assistant Manager

VACANCIES: 1

JOB SUMMARY: Case Manager will provide agency-based case management and counseling services for homeless adults and families participating in the Transitional Living Homes (TLH). Case Manager is responsible to assist clients with the application process for Transitional Living Housing on or off the Reservation. Will assess the needs and provide assistance to participants requiring wrap around services in the area of vocation, education, social services, household maintenance, mental health, medical, dental and court issues. Will counsel and assist program participants in setting goals that will help them be self sufficient and meet the challenges of independent living.

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

1. Provide case management services to participants in the Transitional Living Program. Assist them with wrap around services such as referrals, information, and linkages to other agencies.
2. Serve as the liaison person between Lummi Counseling Services and Lummi Nation Housing Authority (LNHA) to ensure that the memorandum of agreement is being followed by both parties.
3. Perform intake process duties, which include accepting applications and determining which Transitional Housing Program the client is qualified for based on income and financial assistance needed for rent. Acquire signed Releases of Information documents from participants in order to collaborate with Tribal and off Reservation programs and services that participants are affiliated with.
4. Provide orientation on all policies of the Transitional Living Housing Program; explain rights rules and responsibilities of the program.
5. Collaborate with LNHA to ensure TLH participants comply with the LNHA rules and House contract. Following the LNHA termination guidelines, the Case Manager in conjunction with the LNHA staff will terminate participants that refuse to follow the rules as outlined.
6. Ensure that the participants remain busy to strengthen their recovery process. Participants will be required to be in a recovery program at CS and should either be working, attending school, or performing some kind of volunteer service.
7. Provide transportation to clients seeking sober living housing off reservation and other appointments.
8. Develop and maintain case management services documentation according to agency standards.
9. Responsible to generate reports for CS management, LHS, the courts, and Probation.

10. Assist participants with legal issues relating to court, probation, and children services.
11. Ensure the appropriate procedures are maintained for the purpose of client confidentiality as required by HIPAA and WAC regulations.
12. Attend required staff meetings by LNHA and CS.
13. Collaborate with clients' support systems.

MINIMUM QUALIFICATIONS:

- High School Diploma or GED
- AA Degree in General Studies/Transfer, Chemical Dependency Studies, Social Work, or Human Services.
- Bachelors Degree, *preferred*.
- 3 years of work experience in case management.
- Must possess and maintain 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:

- Ability to establish and maintain a professional and supportive relationship with program participants.
- Knowledgeable of addictions and current treatment and willingness to work with drug affected people.
- Ability to be sensitive and understanding of people with chemical dependency problems.
- Ability to oversee and supervise tenants in the Transitional Living Housing to ensure policies and rules are being followed.
- Possess knowledge of basic computer skills, Microsoft Outlook, Word, and Excel.
- Ability to maintain documentation of case records and provide reports as required.
- Ability to work as a team and get along with co-workers.
- Must be reliable and dependable.
- Ability to follow client confidentiality regulations as required by HIPAA and be able to problem solve following ethical procedures.
- Ability to utilize effective communication, written, verbal and interpersonal skills, including conflict resolution, in all interactions with co-workers, service program representatives, and with program participants.

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.
- Must have HIV/AIDS and Airborne Pathogens training or willing to register in the next available class.
- Must have CPR and First Aid certification within 30 days of hire.
- Must be willing to travel for training and professional development.

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.