



# 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:** Community Medicine Manager

**OPEN:** September 26, 2018

**EXEMPT:** Yes

**SALARY GRADE:** (11) \$33.18-37.16

**SHIFT:** Day

**LOCATION:** LTHC

**DURATION:** Regular Full Time

**CLOSE:** October 2, 2018

**JOB CODE:**

**DIVISION:** Health & Human Service

**DEPARTMENT:** LTHC

**SUPERVISOR:** Executive Medical Director

**VACANCIES:** 1

**JOB SUMMARY:** The Community Medicine Program at the Lummi Tribal Health Center (LTHC) provides coordinated community health outreach services to patients. The Community Medicine Social Worker oversees staff involved in health related outreach services and will support ongoing efforts to improve the integration of behavioral health and chemical dependency services at the Lummi Tribal Health Center. The employee will oversee a small team who work seamlessly with the LTHC clinical staff to provide preventative and restorative care for patients in the community. As a LICSW will also provide direct patient care within the scope of license.

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

1. Supervise members of the Community Medicine Program including social workers, nurses, community health workers, and peer outreach workers.
2. Responsible to communicate the goals of the program to team members; set short term and long term goals for each employee; hold employees accountable and provides corrective action when necessary.
3. Work with others to continually refine mission of the program; able to adapt new information to adjust the program plan to meet the needs of the community.
4. Create both formal and informal processes to help extend clinic services into the community.
5. Coordinates the Community Medicine Physician home-visit schedule; works closely with physicians and nurses and other team members to schedule meaningful physician home visits.
6. Organize daily morning wraparound meeting with medical, mental health, chemical dependency, and other social service programs to create a shared mental model of patients; oversees and coordinates resources for patients as a result of wraparound meetings.
7. Responsible for hiring team members when needed; provide annual performance reviews, and identify opportunities for learning and growth for team members.
8. Will have a working knowledge of budgets and program expenditures with charge authority.

9. Responsible for the development and implementation of a patient's care/treatment plan through use of diagnosis and clinical assessment of psychiatric, chemical dependency and psychosocial needs as they relate to medical and behavioral care needs.
10. Provide diagnosis and treatment of individuals, couples, families, and groups.
11. Responsible to connect patients and families to appropriate resources; works with the patient to identify potential barriers to accessing resources and works creatively to help the patient complete their plan of care.
12. Lead care coordination efforts with external social service, mental health and chemical dependency resources; acts as the patient's advocate; leads care coordination meetings with medical staff.
13. Responsible to keep the primary care team up to date with the patient's plan of care relating to social work activities.
14. Work closely with, and oversee activities related to, hospital care coordinators/social workers and other entities to ensure warm handoffs during transitions of care, including emergency room utilization when possible.
15. Responsible to anticipate the patient's and family needs during transitions of care, and helps coordinate services.
16. Assesses for abuse/neglect, exploitation or abandonment and follows mandatory reporting guidelines.
17. Attend and oversee staff who *care conferences* for patients in hospital or skilled nursing facilities when necessary.
18. Identify environmental support or durable medical equipment needs to maintain quality of life in patient's homes.
19. Assists in the development of processes to continue the integration of behavioral health and chemical dependency screening, assessment, diagnosis, and treatment into primary care.
20. Develops strategies to implement evidence based mental and chemical abuse screening practices into the primary care center.
21. Work with other LIBC agencies to coordinate and assess community health service needs or disparities.

#### **MINIMUM QUALIFICATIONS:**

- Master's Degree in Social Work (MSW) from an accredited graduate school of social work, *required*
- Licensed Independent Clinical Social Worker (LICSW), *required*
- Current license to practice in the State of Washington, *required*
- Minimum of 5 years of experience as a social worker, *required*
- Experience working with AI/AN populations *preferred*
- Lummi/Native American/Veteran preference policy applies.

#### **KNOWLEDGE, ABILITIES AND SKILLS:**

- Knowledge of Patient Privacy Act and HIPAA.
- Excellent communication skills with the ability to work as a cooperative member of a team.
- Ability to use good judgment and integrity in working with patients and those that treat patients.
- Must possess the disposition and personality to work harmoniously with a wide variety of people: patients, families, co-workers, outside providers, vendors, and other LIBC departments.
- Must be committed to overall goal, mission, and philosophy of LTHC code of ethics, policies and procedures.

- Must maintain strict confidentiality at all times.
- Ability to use an electronic health record system to document services provided in accordance with State and Federal documentation guidelines.

**REQUIREMENTS:**

- Maintain patient privacy rights and adhere to HIPAA.
- 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 possess a valid Washington State Driver's license and meet eligibility requirements for tribal insurance.

**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](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.

Rev: 6/3/15