



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: Lead Certified Peer Counselor (CPC)

OPEN: November 3, 2020

EXEMPT:

SALARY: \$22.50 Per Grant

SHIFT: Day

LOCATION: Administration

DURATION: Part-Time

Grant Ends: 09/29/2022

CLOSES: November 16, 2020

JOB CODE:

DIVISION: Administration

DEPARTMENT: Workforce Development

SUPERVISOR: Workforce Dev. Project Manager

VACANCIES: 1

JOB SUMMARY: Certified Peer Counselor is responsible for providing peer support services, including but not limited to targeted outreach and engagement to Lummi families. The incumbent will be providing peer support services to clients under the supervisions of Workforce Development Project Manager. These services include assistance with stabilization, prevention services, self-advocacy, development of natural supports, and the development and maintenance of community living skills.

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

1. Provide outreach to identified families, through prevention intake process, by conducting unannounced home visits and discussing concerns and safety risks with the identified family.
2. Complete needs assessments on each member of the family; Assist family with developing a personal action plan.
 - Advocate for the family's needs while developing the family's ability to self-advocate.
3. Provide, plan, follow up and support services and transportation if needed; Collaborate with existing local resources and communication methods to develop tools specifically aimed at Lummi Youth and Families; One-to-One peer counseling using personal experiences within the community mental health system in assisting the client in navigating the community mental health system.
4. Participate in team meetings, risk management, weekly supervision, trainings, and other required meetings to assure continuity of care with the client and other LIBC and/or Community agencies.
5. Identify needs, gaps and duplication of services and collaboratively find solutions with other agencies to create efficient youth and prevention services; Build relationships and engage Lummi families through in-home support, group setting support, and community outreach gatherings.
 - Coordinate and conduct group facilitation and group services for youth and Lummi families
 - Assist in coordinating community awareness gatherings
6. Maintain timely documentation for services provided; including but not limited to Date of Service; Time units; Presenting problem/assessment; service plan, goals, and objectives, and intervention or treatment provided.

7. Adhere to LIBC Confidentiality policy

MINIMUM QUALIFICATIONS:

- High School Diploma or GED
- Associate degree from an accredited college or university.
- Lived Experience with mental health support and/or chemical dependency and in active recovery or have been incorporated into a child's treatment plan.
- Certified Peer Mentor Counselor or obtain certification within 6 months of hire
- 3 + years working with Native American Youth and Families
- 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:

- Ability to maintain a positive, solution-focused demeanor when responding to conflicts or problems.
- Organizational skills and the ability to multitask within a fast-paced environment.
- Communication skills, written and verbal.
- General computer proficiency, including the ability to utilize electronic medical record systems
- Knowledge of mental illness and chemical dependency, and effective strategies for dealing with its effects.
- Knowledge of community resources
- Knowledge of Positive Indian Parenting
- Knowledge of Lummi culture and traditions

REQUIREMENTS:

- Must be a Certified Peer Counselor and keep certification throughout employment or obtain certification within 3 months of hire.
- Must have active Treatment Plan with Behavior Health and get recommendation that Certified Peer Counseling as recommended goal.
- This position requires regular contact with or Control over Indian Children and is therefore subject to an extensive Criminal Background Check and CAMIS Check.
- 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.
- Position is grant funded that will end on **September 29, 2022**. 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 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.