



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 Supervisor
Lummi Counseling Services (LCS)

OPEN: February 16, 2021

EXEMPT: Yes

SALARY: (10) \$28.85 - \$32.32 p/h DOE

SHIFT: Day

LOCATION: Lummi Counseling Services

DURATION: Regular Full-Time

CLOSES: March 8, 2021

JOB CODE:

DIVISION: LCS

DEPARTMENT: LCS

SUPERVISOR: LCS Manager

VACANCIES: 1

JOB SUMMARY: The incumbent will provide Clinical Supervision to all Agency Chemical Dependency Counselors. Will provide some outpatient chemical dependency counseling to tribal members seeking treatment for substance abuse addictions following the DBHR Outpatient certification criteria and tribal policies. Provides both administrative and clinical supervision to the counselors of the Lummi Counseling Services promotes and maintains quality treatment services by serving as a role model in his/her interactions with clients and personnel.

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

1. Serve as the clinical supervisor to ensure client files and treatment plans are in compliance and oversee group schedule.
2. Serves as a role model for other staff members and clients by implementing knowledge of interpersonal relationships, communications theory and systems approaches, in interactions as the clinical supervisor.
3. Provide Professional leadership and team building with entire LCS staff.
4. Meet with counselors on a regular basis to assess client files and activities and give feedback on effective file management procedures as required by DBHR and TARGET reporting requirements.
5. Serve as the QA and QI (Quality Assessment and Quality Improvement) for all agencies CDP's.
6. Submit quarterly reports to the program director of problems, needs, and activities as they relate to the program work plan, mission and goals of the program.
7. Is responsible for influencing the policies, procedures and clinical protocols of the agency towards eliminating those factors that add to client stress and hinder the effective delivery of service.
8. Interprets the philosophy, policies, and practices of the treatment agency to all off-site programs and serve as a consultant and coordination of chemical dependency services.
9. Participates in community activities relating to chemical dependency as directed by supervisor.

10. Develops standards for performance for the counselors and initiates innovations in the roles of counselors keeping within the legal and professional codes and current developments in the field.
11. Assist in the development and implementation of a fair and equitable caseload schedule for the counselors to do assessments, evaluations, group therapy and paperwork for the purpose of preventing overload and burnout of counselors.
12. Will coordinate and assist counselors with corrective action audit findings as they are conducted, to bring the program into compliance with state DBHR.
13. Perform diagnostic chemical dependency evaluations and assessments and follow up with appropriate treatment plan. Refer clients with co-occurring diagnosis to mental health counselor.
14. Provide outpatient/aftercare counseling for chemical dependent individuals and encouraging family participation in the recovery process.
15. Facilitate and process groups, intensive outpatient (IOP), relapse prevention and/or aftercare group as needed.
16. In the absence of the program manager facilitate scheduled staff meetings for case management; receive caseload direction, and comprehensive communication understanding of program expectation.
17. Make inpatient treatment arrangements as needed by following established procedures. Make arrangements for transportation to and from inpatient treatment.
18. Submit monthly client compliance reports including UA's, individual and group attendance and monitored Antabuse to courts and probations officers as required.
19. Participate in staff and program meetings, including consultation, supervision and professional training sessions as required by the supervisor

MINIMUM QUALIFICATIONS:

- Bachelor's degree in social, Human Services or Chemical dependency, **OR**
- AAS/AAT Degree and 10 years full-time work experience as CDP, or Clinical Supervisor.
- Must be licensed as a Chemical Dependency Counselor in the State of Washington.
- 5 years experience of professional work as Chemical Dependency Counselor.
- 2 years experience as a clinical supervisor and 20 hours of training that meets WA State requirements for clinical supervision.
- 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 work in a cross-culture environment, understands the social and cultural context of Native American cultural values.
- Knowledge of guidelines for reporting as required by Federal, State, Local, and Tribal regulations or laws.
- Ability to maintain strict confidentiality in all work related areas, process all client information and activities in a confidential manner consistent with the HIPAA and Lummi Nation's Policies (42CFR)
- Ability to develop professional relationships with relatives of clients and involve them as appropriate in the client's treatment
- Ability to develop appropriate and professional relationships with other services providers, consultants, and case managers

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 CPR and First Aid certification within 30 days of hire.
- Must have knowledge about HIV/AIDS and sexually transmitted diseases.
- Must provide documentation of immunity to measles, rubella, and/or become immunized with recommended vaccines, including Hepatitis B.
- Must be annually tested for TB.

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.