



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: Dosing Licensed Practical Nurse
Lummi Counseling Services (LCS)

OPEN: August 4, 2021

EXEMPT: No

SALARY: (8) \$25.09-\$28.10 p/h DOE

SHIFT: Day

LOCATION: Healing Spirit Clinic

DURATION: Regular Full-Time

CLOSES: August 13, 2021

JOB CODE:

DIVISION: GM Office

DEPARTMENT: LCS

SUPERVISOR: Medical Director/PA-C

VACANCIES: 1

JOB SUMMARY: The Licensed Practical Nurse (LPN) will provide direct clinical support to the medical staff of the Lummi Healing Spirit Opiate Treatment Program. Is responsible with working with clients and dosing them according to their phase of their recovery.

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

1. As member of the Lummi Healing Spirit Clinic, helps provide medication for outpatient detoxification and treatment services to those recovering from addiction.
2. Provides outpatient-nursing services related to drug abuse and dependency including taking vitals for medical appointments and documenting client messages to forward to medical providers.
3. Accurately and efficiently helps dispense daily doses of Suboxone or other medications as indicated by the Medical Director.
4. Performs weekly and as-needed urinalysis testing on all clients and documents or forwards to appropriate medical records staff to input into electronic health record system.
5. Manages the Lummi Healing Spirit Clinic on Saturday mornings, dispensing daily doses of Suboxone or other medications as indicated by the Medical Director and documents appropriately in Methasoft and Central Registry.
6. Maintains and enforces HIPAA regulations.
7. Maintains clear and concise medical records in Methasoft and Central Registry for compliance with OTP certifying agencies and auditors by checking WA-PMP to monitor for dual enrollment, flagging patients for necessary appointments (follow-ups, annuals and labwork), and importing labwork from RPMS-EHR into Methasoft.
8. Attends weekly staff meetings, planning and training meetings, workshops, and conferences.
9. Maintains the minimum requirement of professional continuing education credits annually on topics related to nursing and addiction.
10. Maintains ability to pass a drug and alcohol test as required by the Drug and Alcohol Free Workplace Policy.

11. Maintain strict confidentiality in all work related areas, process all client information and activities in a confidential manner consistent with the Lummi Nation's Policies.
Knowledgeable of HIPAA requirements.
12. Participate in staff and program meetings, including consultation and supervision and professional training sessions as required by their supervisor.
13. Must be able to develop an appropriate and professional relationship with relatives of their clients and involve them appropriately in the treatment of their relative.
14. Must be able to develop an appropriate and professional relationship with other services providers, and consultants.

MINIMUM QUALIFICATIONS:

- Must possess a valid Washington State License as a Licensed Practical Nurse
- Prior experience as an LPN *preferred*.
- Prior experience working with adolescents and adults with chemical dependence issues *preferred*.
- 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:

- Knowledgeable in addictions and current treatment.
- Excellent oral and written communication skills in dealing with patients and family members, paraprofessionals, and other staff members.
- Ability to establish and maintain cooperative, supportive relationships with program participants.
- Ability to independently perform a clinical assessment, implement nursing care measures and report/document findings.
- Understands HIPAA and confidentiality requirements for health care
- Demonstrates a foundational knowledge of nursing skills, knowledge of the basic principles, practices, and standards of care for adolescent and adult patients.
- Demonstrates computer skills including word processing software, communicating through electronic messaging, obtaining information from the Internet.
- Ability to work in a cross-cultural environment.
- Understands the social and cultural context of American Indian/Alaska Native culture.
- Possesses a treatment-integrated understanding of historical trauma and Native cultural values.
- Professional work experience in Native communities desirable.
- Maintain strict confidentiality in all work related areas, process all client information and activities in a confidential manner consistent with the Lummi Nation's Policies.
Knowledgeable of HIPAA requirements.
- Participate in staff and program meetings, including consultation and supervision and professional training sessions as required by their supervisor.
- Must be able to develop an appropriate and professional relationship with relatives of their clients and involve them appropriately in the treatment of their relative
- Must be able to develop an appropriate and professional relationship with other services providers, and consultants.
- Professional work in addictions desirable.

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 an extensive Criminal Background Check and CAMIS Check.

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.