



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: Cultural Navigator

Public Health Capacity and Quality Improvement

Lummi Tribal Health Center (LTHC)

OPEN: December 4, 2018

EXEMPT: Yes

SALARY GRADE: (8) \$21.82 - \$24.44

SHIFT: Day

LOCATION: LTHC

DURATION: Regular Full-Time

(Grant Ends 08/30/2020)

CLOSE: December 10, 2018

JOB CODE:

DIVISION: Health & Human Services

DEPARTMENT: LTHC

SUPERVISOR: Special Project Physicians

VACANCIES: 1

JOB SUMMARY: The Lummi Tribal Health Center has been awarded Public Health Capacity and Quality Improvement Supplement funding through the Centers for Disease Control (CDC). This funding will support opioid overdose prevention through a strategic planning process and implementation of culturally appropriate detox and early abstinence programs.

The ideal candidate will have professional experience or significant knowledge about chemical dependency and addiction services, in addition to, close ties and familiarity to the Lummi community. Team members will work collaboratively supporting each others work and sharing responsibilities when needed.

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

1. Responsible to research, review, and develop summaries of best practices in medical detox and early addiction recovery services in both Tribal and non-tribal settings; will use multiple channels for information gathering including, but not limited to, internet research, leveraging external networks, and phone inquiries.
2. Develop and implement processes for tracking program information; will be skilled in preparing information for a wide range of stakeholders including community members and healthcare professionals.
3. Develop and implement a strategy to engage with community members around strength-based approaches to early recovery and ideas about detox; leverages experience working within the Lummi community to help define what culturally *appropriate detox* is.
4. Work across multiple stakeholders to gather all perspectives and incorporating all ideas in a comprehensive strategy.
5. Provide guidance on developing appropriate methods for meeting facilitation and communications; facilitates feedback from community members to ensure ongoing process improvements.
6. Leverage understanding of other LIBC programs to work across departments to communicate program activities to all stakeholders

7. Works with others to create meaningful processes and methods for receiving community feedback and priorities;
8. Assists in meeting facilitation and leads group activities.
9. Assist in developing manuscripts and documentation to meet quarterly reporting requirements directed by the granting agency.

MINIMUM QUALIFICATIONS:

- Associates of Arts Degree (AA) or Two Year of College/University Education, *required*.
- BA or BS, *preferred*.
- Four years of experience working in a health, education or social service program in a Tribal community, *required*,
- Experience using Microsoft Office Suite (Word, Excel, Power point) in a professional setting, *required*.
- If driving is required, 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:

- Excellent communication skills and facilitation abilities
- Ability to work independently with minimal direction
- Proactive problem solver
- Very efficient time management skills, must meet deadlines without direct supervision.
- Must be able to work flexible hours

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.
- Adherence to HIPAA policy and procedures per LIBC and federal regulations.
- Must demonstrate and maintain strict confidentiality at all times.
- Position requires extensive Criminal Background Check.
- Position is grant funded that will end on **August 30, 2020**. If additional funding is received this position will need to be reviewed for grading.

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.