



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: Case Manager

Transitional Home - Counseling Services (CS)

Re-Advertise

OPEN: September 3, 2021

EXEMPT: No

SALARY: (7) \$18.97-21.25 p/h DOE

SHIFT: Day

LOCATION: Counseling Services Building

DURATION: Regular Full-Time

CLOSES: Until Filled

JOB CODE:

DIVISION: Behavioral Health

DEPARTMENT: LCS

SUPERVISOR: Program Assist

VACANCIES: 1

JOB SUMMARY: Case Manager will provide agency-based case management and counseling services for adults and families participating in the Transitional Living Homes (TLH). Case Manager is responsible to assist clients with the application process for Transitional Living Housing on or off the Reservation. Provide individual assessments for the purpose of formulating case goal/plans that promote moving towards self-sufficiency. Provide linkage to available services and advocates for additional resources to assist participants requiring wrap around services in the area of vocation, education, social services, household maintenance, mental health, medical, dental and court issues. Shall be the contact person to work with LIBC and LNHA and other entities for the purpose of seeking emergency funding for additional housing needed for tribal members in treatment and recovery.

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

1. Provide case management services to participants in the Transitional Living Program. Assist them with wrap around services such as referrals, information, and linkages to other agencies.
2. Serve as the liaison person between Lummi Counseling Services and Lummi Nation Housing Authority (LNHA) to ensure that the memorandum of agreement is being followed by both parties.
3. Perform intake process duties, which include accepting applications and determining which Transitional Housing Program the client is qualified for based on income and financial assistance needed for rent.
4. Acquire signed Releases of Information documents from participants in order to collaborate with Tribal and off Reservation programs and services that participants are affiliated with.
5. Provide orientation on all policies of the Transitional Living Housing Program; explain rights rules and responsibilities of the program.
6. Help maintain order and security in the home, de-escalate and mediate conflicts following policies and procedures of the program. Work with clients to maintain cleanliness in home.
7. Be the contact person too work with LIBC, LNHA and other entities for the purpose of finding emergency funding needed for sober living housing for clients seeking treatment.

8. Ensure that the participants remain busy to strengthen their recovery process. Participants will be required to be in a recovery program at LCS and should either be working, attending school, or performing some kind of volunteer service.
9. Provide transportation to clients seeking sober living housing off reservation and other appointments.
10. Monitor and provide progress reports weekly of case management services documentation according to agency standards.
11. Responsible to generate reports for LCS management, the courts, and probation.
12. Assist participants with legal issues relating to court, probation, and children services.
13. Ensure the appropriate procedures are maintained for the purpose of client confidentiality as required by HIPAA and WAC regulations.
14. Attend required staff meetings at LCS.
15. Collaborate with clients support systems.

MINIMUM QUALIFICATIONS:

- High School Diploma or GED
- AA degree *preferred*
- Experience in case management.
- Must possess and maintain 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 establish and maintain a professional and supportive relationship with program participants.
- Knowledgeable of addictions and current treatment and willingness to work with drug affected people.
- Ability to be sensitive and understanding of people with chemical dependency problems.
- Ability to oversee and supervise tenants in the Transitional Living Housing to ensure policies and rules are being followed.
- Possess knowledge of basic computer skills, Microsoft Outlook, Word, and Excel.
- Ability to maintain documentation of case records and provide reports as required.
- Ability to work effectively both individually and as part of a team.
- Ability to multi-task and problem solve under pressure. Provide positive customer services to difficult populations.
- Ability to follow client confidentiality regulations as required by HIPAA and be able to problem solve following ethical procedures.
- Ability to utilize effective communication, written, verbal and interpersonal skills, including conflict resolution.

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 HIV/AIDS and Airborne Pathogens training or willing to register in the next available class.
- Must have CPR and First Aid certification within 30 days of hire.
- Must be willing to travel for training and professional development.

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.