



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: Coordinator

Healing to Wellness Drug Court

OPEN: September 7, 2021

EXEMPT: No

SALARY: \$32 p/h Flat Hourly Rate Grant Funded

SHIFT: Day

LOCATION: Tribal Administration

DURATION: Regular Full-Time

Grant End Date 9/30/2022

CLOSES: September 27, 2021

JOB CODE:

DIVISION: Tribal Court

DEPARTMENT: Tribal Court

SUPERVISOR: Court Director

VACANCIES: 1

JOB SUMMARY: This full-time position is responsible for coordinating services for the Lummi Tribal Court's Adult Healing to Wellness Drug Court clients in accordance with the Drug Court policies and procedures and 10 key components of drug court set out by the National Association of Drug Court Professionals. The Drug Court Coordinator must have working knowledge of the social program(s) and resources that may be utilize by Drug Court clients in the Lummi Community and Whatcom County.

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

1. Work cooperatively with attorneys, probation, treatment providers and the Drug Court team members to review and evaluate Drug Court applications in accordance with the HTWDC application process and qualifications for entry into HTWDC.
2. Conduct intake and risks and needs assessment screening of Drug Court applicants using an evidence-based screening tool (Limited Service Inventory – Revised "LSI-R").
3. Coordinate services for drug court participants and Lummi service providers, and any other service providers utilized by HTWDC participants. Assist HTWDC participants comply with court ordered services by use of goal setting, motivation, and support.
4. Monitor, evaluate, and record client progress with respect to treatment goals and collaborate with counselors, medical providers, and probation officers to plan and coordinate treatment, drawing on social work experience and client needs.
5. Refer clients to needed community resources such as housing, vocational training, high school equivalency courses, literacy courses, public assistance, mental and physical health services, or other treatment to assist in recovery following through to ensure service efficacy.
6. Collect information and take detailed notes and update files for each meeting or appointment to document treatment and progress, note missed appointments, and document treatment milestones, and monitor compliance with drug court orders and report information to the Drug Court Team.

7. Coordinate with the HTWDC Team members to periodically review and update the Lummi Healing to Wellness Drug Court Policy and Procedure Manuals.
8. Analyze operational procedures and propose changes in policies and procedures, as necessary.
9. Coordinate and arrange with the court clerk for dates and times to hold drug court staff meetings, court hearings and related activities.
10. Manage all grants providing funding to support the HTWDC to ensure grant compliance.
11. Re-apply as necessary for current grants supporting the HTWDC program and apply for new grants to support the HTWDC.
12. Develop and expand a program for tracking Drug Court offenders through the court system. Generate and analyze system reports to monitor program effectiveness.
13. Monitor and document outcomes of the drug court program in six-month intervals through communication with service providers, community members and past and present drug court participants in the form of questions and community surveys; follow-up on the contents of the information collected including conducting community education and implementing policy and procedure changes.
14. Ensure the HTWDC complies with all requirements to maintain client protected confidential information to include, but not limited to providing the necessary confidentiality forms to HTWDC team members, visitors, and clients. Ensure that all client protected information is securely protected in all forms, including paper form and electronic form. Ensure that client protected information is not distributed to anyone not authorized to receive such information.

MINIMUM QUALIFICATIONS:

- A Bachelor's Degree is required, with the degree being in any of the following disciplines of study: Human Services, Social Work, Criminal Justice, Mental Health Counseling, Public Health, Chemical Dependency, (Note: Degrees in other disciplines of study may be considered if the discipline of study is consistent with the requirements for the position.)
- Five (5) years experience working with chemically addicted/dependent adults. Examples of experience may include, CDP professional, social worker, nurse, mental health professional or case manager in this field, probation officer, or law enforcement.
- Two (2) years experience working in a criminal justice system with experience in case management, social work, and drug court programs (preferably in a Tribal Court System). The documented work experience may include; positions such as chemical dependent professional, social worker, probation officer, or project coordinator in an adult tribal court system.
- Must possess a valid Washington State Driver's license and meet eligibility requirements for tribal insurance.
- Experience working with grants, submitting grant reports, and preparing and submitting budgets.
- Lummi/Native American/Veteran preference policy applies.

KNOWLEDGE, ABILITIES AND SKILLS:

- Knowledge of criminal justice system, substance abuse, mental health issues, and treatment principles.
- Knowledge of principles and procedures of record keeping and reporting, including internal case file management and funding-source information reporting.
- Experience with grant writing and management skills.
- Experience in substance abuse counseling is preferred.
- Knowledge of case management principles and practices; risk assessment and decision making; interviewing techniques; community resources; principles of individual and social development.
- Knowledge of the Lummi Nation Code as applicable.
- Attend workshops, conferences, and classes to increase professional knowledge.

- Ability to operate modern computer and office equipment, grant-reporting software, Microsoft Word, Access, Excel, and a risk and needs assessment tool (LSI-R).
- Ability to analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Ability to research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Ability to read, interpret and apply Federal and Tribal policies, procedures, laws, and regulations.
- Ability to exercise good judgment, flexibility, creativity, and cultural sensitivity in response to changing situations and needs.
- Ability to work cooperatively with groups and individuals; organize and prioritize workload; manage a large caseload in an efficient and effective manner; possess excellent oral and written skills.
- Ability to present clear and concise information in a courtroom setting.
- Ability to work under strict timelines.

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 meet qualifications required by Lummi Nation Tribal Court including an extensive background check. **May have no misdemeanor or felony convictions of any kind, in any jurisdiction for a minimum of five years.** (Some kinds of felony & misdemeanor convictions may be a bar to employment in this position, at the discretion of the Chief Judge in consultation with the Human Resources department.)
- Position is grant funded and there is no guarantee position will extend beyond **9/30/2022**.

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.