



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: Psychiatric Care Coordinator Lead
Lummi Tribal Health Center (LTHC)

OPEN: September 21, 2021

EXEMPT: Yes

SALARY: (9) \$25.09-\$28.10 p/h DOE

SHIFT: Day

LOCATION: Lummi Tribal Health Clinic

DURATION: Regular Full-Time

CLOSES: September 28, 2021

JOB CODE:

DIVISION: Health & Human Services

DEPARTMENT: LTHC

SUPERVISOR: Psychiatrist

VACANCIES: 1

JOB SUMMARY: The Psychiatric Care Coordinator Lead is a core member of the collaborative care team, including the patient's medical provider and psychiatric consultant, as well as the larger primary care team or medical team. This position is responsible for supporting and coordinating the mental and physical health care of patients on an assigned patient caseload with the patient's medical provider and, when appropriate, other mental health providers.

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

1. Support the mental and physical health care of patients on an assigned patient caseload. Closely coordinate care with the patient's medical provider and, when appropriate, other mental health and chemical dependency providers.
2. Screen and assess patients for common mental health and substance abuse disorders. Facilitate patient engagement and follow-up care.
3. Provide patient education about common mental health and substance abuse disorders and the available treatment options.
4. Systematically track treatment response and monitor patients (in person or by telephone) for changes in clinical symptoms and treatment side effects or complications.
5. Support psychotropic medication management as prescribed by medical providers, focusing on treatment adherence monitoring, side effects, and effectiveness of treatment.
6. Provide brief behavioral interventions using evidence-based techniques such as behavioral activation, problem-solving treatment, motivational interviewing, or other treatments as appropriate.
7. Provide or facilitate in-clinic or outside referrals to evidence-based psychosocial treatments (e.g., problem-solving treatment or behavioral activation) as clinically indicated.
8. Participate in regularly scheduled (usually weekly) caseload consultation with the psychiatric consultant and communicate resulting treatment recommendations to the patient's medical provider. Consultations will focus on patients new to the caseload and those who are not improving as expected under the current treatment plan. Case reviews may be conducted by telephone, video, or in person.

9. Track patients follow up and clinical outcomes using a registry. Document in-person and telephone encounters in the registry and use the system to identify and re-engage patients. Registry functions can be accomplished through an EHR build, on a spreadsheet used in conjunction with an EHR, or can be built into a stand-alone clinical management tracking system that may or may not be linked to an EHR.
10. Document patient progress and treatment recommendations in EHR and other required systems to be shared with medical providers, psychiatric consultant, and other treating providers.
11. Facilitate treatment plan changes for patients who are not improving as expected in consultation with the medical provider and the psychiatric consultant and who may need more intensive or more specialized mental health care.
12. Facilitate referrals for clinically indicated services outside of the organization (e.g., social services such as housing assistance, vocational rehabilitation, mental health specialty care, substance abuse treatment).
13. Develop and complete relapse prevention self-management plan with patients who have achieved their treatment goals and are soon to be discharged from the caseload.
14. Observes and documents the patient's condition and vital signs into the electronic medical record. Recognizes symptomatology of common medical illnesses and accurately reports to provider. Acts as a liaison between patient, patient's family, and providers. Schedules, prepares, and assists provider with special procedures such as dressing applications, ear irrigations, pelvic examinations, suture placement and removal. Performs basic laboratory examinations on urine and stool testing and reports abnormal laboratory values. Performs venipuncture per license, 12-lead electrocardiograms including rhythm strips, pregnancy testing and throat cultures. Provides for patient safety. Gives immunizations. Transports patients as required.
15. Takes patient vital signs (e.g., pulse, blood pressure, temperature, weight, and respiration) and records findings. Makes special notes and calls the physician's attention commensurate with degree of complexity.
16. Participates in the use of electronic health records for reporting of quality measures
17. Takes every precaution to assure the patient and alleviate the emotional stress of patient as well as family members
18. Patient education during in-take assessment as well as research and provide appropriate handouts based on diagnosis and need.
19. Coordinate necessary patient transportation
20. Provide accurate information and supportive documentation to EMS personnel and 911 operators when an emergency occurs.
21. Training other psychiatric care staff and take the lead in collaborative care techniques
22. Leading daily team huddles and assigning tasks
23. Administering psychiatric medications like long-acting injectable medication
24. Supervising some administrative tasks of other psychiatry care managers

MINIMUM QUALIFICATIONS:

- Current LPN or Medical Assistant license with the State of Washington
- BSW, BA, BS in mental health related fields
- Experience using an electronic health record
- 2 years of experience in medical assisting
- 1 year experience in Psychiatry case management and care coordination
- 3 years of experience in Mental Health case management and care coordination
- Lummi/Native American/Veteran preference policy applies.

KNOWLEDGE, ABILITIES AND SKILLS:

- Ability to administer medication in accordance with scope of license

- Ability to work well within a team
- Dependable and reliable
- Ability to make mature judgment with sensitive situations
- Adhere to HIPAA regulations.

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.
- Participate in continuing education to maintain certification
- Work requires regular and recurring bending, lifting, stopping, and stretching while providing nursing care
- Must maintain strict confidentiality at all times.

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.