



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: AWARE Clinical Co-Coordinator
Project AWARE/Behavioral Health

OPEN: October 13, 2021

EXEMPT: Yes

SALARY: \$37.16-\$42.09 per Grant

SHIFT: Day

LOCATION: Behavioral Health

DURATION: Regular Full-Time

Grant Ends: 09/29/2023

CLOSES: October 27, 2021

JOB CODE:

DIVISION: Behavioral Health

DEPARTMENT: AWARE/Behavioral Health

SUPERVISOR: AWARE/BH Director

VACANCIES: 1

JOB SUMMARY: An important part to expand child's mental health is connecting youth, families, schools, and community, increasing engagement and involvement in the promotion of wellness. The AWARE/BH Clinical Lead will coordinate and integrate the therapeutic services provided by Project AWARE and Behavioral Health clinical staff to ensure grant requirements are maintained and meet the needs of the Lummi Community, LIBC Policies and Procedures, State and Federal licensure and accreditation requirements. This position will support the Project AWARE Director in areas of finance, staffing, administration, project management, evaluation, and improvement strategies; as well as work collaboratively with AWARE/Behavioral Health staff, and LIBC administration. Responsibilities require creation of administrative reports, clinical supervision/guidance, technical support, billing and coding updates, documentation, and supervision/guidance to AWARE clinical/credentialed staff providing services as certified peer counselor, agency affiliated credentials, associate, and licensed clinicians.

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

1. Support identification and development of a plan to advance an integrated system of care, aligning with the core values and principles the System of Care approach to advance safe and respectful environments for learning and promote positive mental health of school-aged youth with LEA's and the Lummi Nation community.
2. Assist in identifying and developing a strategic plan to educate, increase access and participation in mental health services, including outcome measurement and quality improvement plan, evaluation, training, and technical assistance, for staff /youth/ and community.
3. Increase and improve access to culturally competent and developmentally appropriate school-aged youth, families, and community-based mental health services, particularly for children and youth with SED or SMI.
4. Utilize Lummi Behavioral Health Division's school-based mental health programs staffed by behavioral health specialists (psychologists, advance practice nurses, counselors, clinical social

- workers) to screen for, provide prevention and intervention for any ongoing mental health needs of children with symptoms consistent with a mental disorder(s) or SED;
5. Assist with development of a social marketing, public education, outreach and engagement plan and support Lummi Behavioral Health and AWARE teams for implementation to increase awareness and identify mental health issues and promote positive mental health.
 6. Coordinate care and connect families, schools, and communities to cultural supports, peer counseling and clinical teams to increase engagement and involvement in planning and implementing school and community programs for school-aged youth.
 7. Assist in creating a strategic plan to identify and coordinate with community/programs and resources to support wrap-around services for school-aged youth and families.
 8. Assist the AWARE Project Director in the development and/or maintenance of MOA's with Lummi program partners and schools and services in the broader community.
 9. Create and support *confidential* case coordination review. Identify, plan, and implement evaluation activities to track access/outcomes for youth and families consistent with grant requirements.
 10. Develop, prepare, and manage AWARE work plans and billing for services between coders, clinicians, agency associates, AAC/CPC, and cultural supports to meet all WAC and departmental documentation requirements.
 11. Assist in the supervision and consultation of AWARE clinical and certified staff consistent with LIBC workforce development practices. Provide consultation pertaining to individual supervision, feedback on clinical charting, scheduling, evaluation, performance, training, recruitment, and separation in accordance with, State, Federal and local policies.
 12. Conduct and participate in management meetings with Project AWARE and Behavioral Health teams for clinical and case management services, complying with all grant/department requirements.
 13. Attend required training webinars, presentations or conferences related to Grant management as well as LIBC, LTHC Commission, Lummi General Council Meetings, and serve as a LIBC staff representative at local, regional, state, and national meetings, as necessary.
 14. Participate/attend identified trainings related to LIBC BH and AWARE grant goals and objectives as required (including but not limited to eRA commons, SAMSHA, HIPPA, BBP, HIV/AIDS, First Aid/CPR, CPC/AAC, Suicide Prevention/Intervention, Trauma Informed trainings, etc.).
 15. Maintain strict confidentiality in all work-related areas; process all client information activities in a confidential manner consistent with Lummi Nation's policies.

MINIMUM QUALIFICATIONS:

- Master's Degree
- WA State license for 1 of the following: Licensed Mental Health Counselor, LMFT, Licensed Independent Clinical Social Worker, Licensed Advanced Social Worker required.
- Completion of 15 hours of Supervision training, meeting the WA State requirements to be a Supervisor. Must provide proof.
- 1 year of full-time work experience in clinical supervision of mental health providers and the coordination of complimentary billing and processing of client information.
- 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:

- Knowledgeable of mental health and addiction treatment standards of care.
- Knowledge of the National Tribal Behavioral Health Agenda and foundational elements.

- Demonstrated understanding of impact of trauma on tribal community functioning.
- Demonstrated knowledge of and/or experience in the Lummi cultural community and the role of culture in the tribal healing process.
- Proficiency in assessment, testing, and diagnosis of mental health conditions in accordance with the DSM 5.
- Experience in the modalities of both naturalistic and quantitative research.
- Supervisory experience and skill in communication, collaboration, conflict, and problem solving with employees, colleagues, clients, and partners in the community.
- Ability to respond to crisis and ability to coordinate appropriate care.
- Knowledge of the Washington Administrative Codes (WACs) pertaining to mental health administrative and clinical documentation requirements.
- Maintain Strict confidentiality standards in accordance with being healthcare professional, accessing confidential patient files.
- Must be supportive of the organization's mission goals and adhere to program rules and policies.

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.
- Position requires extensive Criminal Background Check.
- Must have CPR and First Aid certification within 30 days of hire.
- Experience working with Native American children and their families.
- Must be accepting and respectful toward clients and staff.
- Must be flexible and able to work nights and weekends.
- Position is grant funded that will end on **September 29, 2023**. If additional funding is received this position will need to be reviewed for grading purposes.

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.