



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:** Grant Evaluator

OPEN: October 13, 2021

EXEMPT: No

SALARY: \$24 p/h Grant Funded

SHIFT: Flex

LOCATION: MAT Grant Outbuilding

DURATION: Regular Part-Time

Grant Ends: 02/28/2022

CLOSES: October 27, 2021

JOB CODE:

DIVISION: Health and Human Services

DEPARTMENT: Behavioral Health

SUPERVISOR: Clinic Prj. Director MAT Grant

VACANCIES: 1

JOB SUMMARY: The Medication Assisted Treatment Expansion Grant will increase access and availability of medication assisted treatment through an innovative community based treatment approach and treatment retention program. The Grant Evaluator will be responsible for outcomes-based research, program evaluation, oversight of program funds and administrative duties. The elected candidate will have no clinical responsibilities and contact with clients will be limited to evaluation and research purposes.

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

1. Evaluate the program services using multiple methods. Methods may include but are not limited to key informant interviews, focus groups, surveys, and archival/secondary data analysis.
2. Evaluate program processes and progress, including supporting quality improvement, tracking progress toward grant goals and objectives, monitoring the fidelity of curriculum and/or treatment intervention, examining satisfaction of participants, and other activities targeted to answer specific program evaluation questions.
3. Conduct needs and community readiness assessments as needed.
4. Organize data collection and reporting to meet program goals and requirements. Engage in data input and monitoring through SPARS.
5. Coordinate presentation of evaluation findings following tribal and federal guidelines.
6. Participate in team meetings, trainings, and other required meetings.
7. Work with outside agencies and community partners to identify needs, gaps and duplication of services and collaboratively find solutions with other agencies to create efficient health and prevention services.
8. Maintain timely documentation.
9. Participate in community level information gathering and interviewing to support project related goals.
10. Maintain strict confidentiality in all work related areas and ensure that staff processes all client information and activities in a confidential manner consistent with the Lummi Nation policies, HIPAA, and 42 CFR part 2 requirements.

MINIMUM QUALIFICATIONS:

- Bachelor's degree in behavioral or social science, public health, business administration or a related field required.
- Master's degree or PhD *preferred*.
- Lummi/Native American/Veteran preference policy applies.

KNOWLEDGE, ABILITIES AND SKILLS:

- Ability to maintain a positive, solution-focused demeanor when responding to conflicts or problems.
- Possess organizational skills and the ability to multitask within a fast-paced environment.
- Excellent communication skills both in writing and with patients and other staff.
- General computer proficiency, including the ability to utilize electronic medical record systems.
- Familiarity with outcomes-based research.
- Knowledge of mental illnesses and chemical dependency, and effective strategies for dealing with its effects.
- Knowledge of community resources.
- Knowledge of services provided at Lummi Counseling Services and Lummi Healing Spirit Clinic.
- Knowledge of and/or experience in the Lummi cultural community and the role of culture in the tribal healing process.
- Knowledge and application of confidentiality and HIPAA and 42 CFR part 2 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 criminal background check.
- Position is grant funded that will end on **February 28, 2022**. 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.