



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: Project Director

Lummi Counseling Service (LCS) CCBHC Grant

OPEN: January 13, 2022

EXEMPT: Yes

SALARY: \$37.16/Per Grant

SHIFT: Day

LOCATION: Lummi Counseling Service

DURATION: Regular Full-Time

GRANT ENDS: 08/30/2023

CLOSES: January 20, 2022

JOB CODE:

DIVISION: GM's Office

DEPARTMENT: Lummi Counseling Services

SUPERVISOR: LCS Program Director

VACANCIES: 1

JOB SUMMARY: The Project Director for Lummi Counseling Services CCBHC Grant is a senior level management position that oversees the development, implementation and sustainability of the goals and objectives of the CCBHC Grant. The Project Director will fulfill administrative duties of the grant and meet with team members of the Lummi Counseling Services, Lummi Healing Spirit Clinic OTP and Lummi Behavioral Health Departments to retain and address client's co-occurring medical and behavioral health needs. The Lummi CCBHC Grant's focus is to encourage community members suffering from co-occurring medical and behavioral health issues to seek treatment in a culturally sensitive way. The Project Director will inform the community of the holistic wrap around services available for community members suffering from co-occurring conditions. Critical to this position is knowledge of chemical dependency and mental health services and related systems, with knowledge of issues that affect people suffering from co-occurring conditions in the Lummi community. The position also requires a broad range of communication skills, including skill in public presentations. The position is also responsible for hands-on knowledge of the LCS CCBHC budget, ensuring that budget decisions are reasonable and strategically advance the CCBHC Grant goals, objectives, and outcomes across the Lummi Nation. The position also requires consistent review of program benchmarks and program data as part of data-driven decision making and to ensure that outcome data is integrated into service delivery. The Project Director LCS CCBHC Grant is responsible for the direct supervision and ongoing professional development of the staff and contractors related to this grant.

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

1. Oversee the development, implementation and sustainability of the goals and objectives of the CCBHC Grant;
2. Serve as a role model of leadership in all facets of the LCS CCBHC Grant
3. Serve as the public spokesperson for the LCS CCBHC Grant;

4. Ensure the integration of social marketing, training, technical assistance, cultural and linguistic competence, and evaluation throughout the LCS CCBHC Grant
5. Manage the LCS CCBHC grant budget outlined in the annual award letter and ensure contract compliance through daily management of the budget, in coordination with Finance staff;
6. Responsible for timely development and submission of all funding source progress reports, continuation applications and any other reports required by the funding source(s) and/or LIBC;
7. Data Entry and follow up with the Substance Abuse and Mental Health Services Administration (SAMHSA).
8. Develop performance-based job descriptions and recruit/hire for any vacant LCS CCBHC Grant positions, in coordination with the LIBC Human Resources department;
9. Provide consistent and formal supervision of the team members who focus on training/technical assistance, case management, clinical, and administrative support;
10. Develop consultant contracts and recruitment process for independent consultants with specialized skill sets that advance the Grant initiative.
11. Develop formal and informal partnerships with a wide range of service partners to foster communication for a wraparound system of care;
12. Supervise the evaluation team and ensure timely submission of required data and analysis and cultural interpretation of data reports;
13. Attend all required grantee meetings and related system of care training events;
14. Maintain strict confidentiality in all work-related areas and ensure that staff process all client information and activities in a confidential manner consistent with the Lummi Nation policies and HIPAA requirements.

MINIMUM QUALIFICATIONS:

- Bachelor's degree in business administration or management from an accredited college or university. Extensive healthcare experience may be considered in lieu of Bachelor's degree.
- Minimum of three (3) years of successful, documented experience with managing programs on the Lummi Nation and/or with other tribal communities
- Minimum of four (4) years' experience providing direct services, teaching, or working directly with Lummi and/or other tribal children or youth;
- Must possess and maintain a valid Washington State Driver's license and meet eligibility requirements for tribal
- Lummi/Native American/Veteran preference policy applies.

KNOWLEDGE, ABILITIES AND SKILLS:

- Demonstrated knowledge of and/or experience in the Lummi cultural community and the role of culture in the tribal healing process;
- Knowledgeable of mental health and addiction treatment standards of care;
- Demonstrated understanding of impact of trauma on tribal community functioning;
- Experience in implementation of community-based initiatives and ability to foster coalition building and ongoing collaboration;
- Demonstrated awareness of strengths and challenges in transformative system change within tribal communities.

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 be fully vaccinated for COVID-19 including two (2) doses of a 2-dose series, or one (1) dose of a 1-dose series, plus 14 days beyond the final dose prior to the start date.
- Position is grant funded that will end on **AUGUST 30, 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.