



# 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 Project Co-Coordinator

**OPEN:** February 5, 2019

**EXEMPT:** Yes

**SALARY:** \$37.16 per hour

**SHIFT:** Day

**LOCATION:** Behavioral Health

**DURATION:** Regular Part Time

**\*\*Grant Ends 09/29/2023\*\***

**CLOSES:** February 26, 2019

**JOB CODE:**

**DIVISION:** Behavioral Health

**DEPARTMENT:** Mental Health

**SUPERVISOR:** AWARE Project Director

**VACANCIES:** 1

**JOB SUMMARY:** The AWARE Project Co-Coordinator will coordinate and integrate the therapeutic services provided by the AWARE program clinical staff. This position will work collaboratively with the AWARE Project Director, Behavioral Health Director, the Behavioral Health Clinical Manager, the Lummi Counseling Services Manager, and area school administration and staff. The AWARE Project Co-Coordinator will provide clinical guidance and technical support, updates on coding, documentation, supervision for licensed and associate licensed clinicians, and administrative reporting as required. The AWARE Project Co-Coordinator will coordinate crisis responses as needed. Responsibilities also include ensuring quality improvements are implemented to meet community needs with services delivered.

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

### **Clinical Direction**

1. Support the Project Director in the development of integrated systems that create safe and respectful environments for learning and promote the mental health of school-aged youth;
2. Increase and improve access to culturally competent and developmentally appropriate school- and community-based mental health services, particularly for children and youth with SED or SMI;
3. 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 early intervention for and to address any ongoing mental health needs of children with symptoms consistent with a mental disorder(s) or SED;
4. Conduct outreach and engagement with school-aged youth and their families to increase awareness and identification of mental health issues and to promote positive mental health; and
5. Connect families, schools, and communities to increase engagement and involvement in planning and implementing school and community programs for school-aged youth;
6. Support the coordination of care with community resources, such as Lummi Children's Services, Lummi Counseling Services, Lummi parent educators, Lummi Nation School and Early Learning Programs, Ferndale School District, Bellingham School District, Lummi Employment Training, and other stakeholders in order to provide wrap-around services for children, youth, and families.

7. 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.
8. Assist the AWARE Project Director in the preparation of project reports.
9. Support the coordination of billing for services between coders and clinicians to meet all WAC and departmental documentation requirements.
10. Manage overall demands of the AWARE clinical team to include, but not limited to, leave requests/coverage, schedule changes, stress management, workplace atmosphere, and time management.
11. Assist the AWARE Project Director in the development, preparation, and management of program work plans and budgets.

**Clinical Supervision:**

1. Lead clinical meetings with the AWARE clinical staff to discuss administrative tasks and process, clinical training needs, LIBC program updates and changes, and case reviews as brought forward by the clinicians.
2. Ensure clinicians participate in required LIBC employee trainings.
3. Provide individual supervision for each AWARE clinical staff member in order to provide consultation, determine individual training needs, and provide feedback on clinical charting.
4. Keep a log of individual supervision for licensed mental health clinicians and trainees.
5. Participate in management meetings with the Behavioral Health management team for both the mental health and chemical dependency programs.
6. Collaborate with the schools and with Lummi program partners on the presentation of prevention and intervention trainings for youth, adults, and the community.
7. Responsible for completing the Annual Performance Reviews for each AWARE clinical staff member.
8. 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:**

- High School Diploma or GED
- WA State license for 1 of the following: Licensed Mental Health Counselor, Licensed Marriage and Family Therapist, Licensed Independent Clinical Social Worker, Licensed Advanced Social Worker required.
- Completion of 15 hours of Supervision training that meets 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.
- Possess 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:**

- Demonstrated knowledge of and/or experience in the Lummi cultural community and the role of culture in the tribal healing process;
- Knowledge of the National Tribal Behavioral Health Agenda and it's foundational elements;
- Proficiency in the assessment, testing, and diagnosis of mental health conditions in accordance with the DSM 5.
- Knowledgeable of addictions treatment.
- Experience in the modalities of both naturalistic and quantitative research.

- Skill in communication, collaboration, and problem solving with colleagues, clients, and partners in the community.
- Skill and ability to respond to crises and ability to coordinate the appropriate care.
- Knowledge of the Washington Administrative Codes (WACs) pertaining to mental health administrative and clinical documentation requirements.
- Ability to multitask in a fast paced environment.
- Ability to maintain strict confidentiality at all times.
- Demonstrated understanding of impact of trauma on tribal community functioning.

**REQUIREMENTS:**

- Demonstrated knowledge of and/or experience in the Lummi cultural community and the role of culture in the tribal healing process;
- Knowledge of the National Tribal Behavioral Health Agenda and it's foundational elements;
- Proficiency in the assessment, testing, and diagnosis of mental health conditions in accordance with the DSM 5.
- Knowledgeable of addictions treatment.
- Experience in the modalities of both naturalistic and quantitative research.
- Skill in communication, collaboration, and problem solving with colleagues, clients, and partners in the community.
- Skill and ability to respond to crises and ability to coordinate the appropriate care.
- Knowledge of the Washington Administrative Codes (WACs) pertaining to mental health administrative and clinical documentation requirements.
- Ability to multitask in a fast paced environment.
- Ability to maintain strict confidentiality at all times.
- Demonstrated understanding of impact of trauma on tribal community functioning.
- 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.
- 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: <http://lnnr.lummi-nsn.gov/LummiWebsite/Website.php?PageID=376> or request by e-mail [libchr@lummi-nsn.gov](mailto: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.