



# 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:** Clinical Director/Family Education Specialist  
Lummi Tribal Health Center (LTHC)

**OPEN:** March 17, 2023

**EXEMPT:** Yes

**SALARY:** (13) \$46.10-\$51.92/hr. DOE

**SHIFT:** Day

**LOCATION:** LTHC

**DURATION:** Regular Full-Time

**CLOSES:** March 31, 2023

**JOB CODE:**

**DIVISION:** Health & Human Services

**DEPARTMENT:** LTHC

**SUPERVISOR:** Psychiatrist

**VACANCIES:** 1

**JOB SUMMARY:** As a clinical supervisor for New Journeys, you will provide leadership to a four-member interdisciplinary team serving 20-30 clients who have recently experienced their first psychotic episode. This position is Monday through Friday, consistent with Adult Outpatient business hours. This position is an excellent opportunity for professional development since it includes extensive training and consultation opportunities with experts in treating first-episode psychosis (FEP) from the University of Washington and the Washington State Health Care Authority. New Journeys is designed to support clients through their first two years of recovery, providing family education, resilience-oriented therapy, employment support, peer support, and case management to help clients manage their symptoms while achieving their personal goals. The program is designed to serve clients between the ages of 15 and 40, with the majority of clients expected to be aged 18-28.

This position is grant funded by the Washington State HealthCare Authority, it will conclude July 31, 2024, with option for renewal.

**ESSENTIAL JOB DUTIES AND RESPONSIBILITIES** include the following, and other duties may be assigned.

1. Participate in planning and evaluation of the program.
2. Utilize monitoring tools to ensure staff's compliance with contract and WAC requirements for the Apple Health Plan Managed Care Organizations, the SCRBH (ASO), DOH, HCA, or other Contractor monitoring.
3. Train and supervise staff to ensure compliance and implementation of service goals and objectives.
4. Provide consultation and education to other FBH staff and to the community.
5. Provide direct clinical services as required.
6. Participate in peer review, supervision, intake and diagnostic staffing, in-house educational and administrative meetings as directed.
7. Monitor and facilitate communication of staff, families we serve, interagency and treatment/client interaction.
8. Maintain and enhance customer service to ensure that both external and internal customers of FBH have a positive experience at FBH.

9. Ensure all assigned staff perform FBH charting requirements, correspondence, HRIS, and other paperwork in a complete and timely manner.
10. Establish and maintain a good working relationship with all FBH staff.
11. Understand and adhere to, and ensure all assigned staff comply with, all state WAC and RCW requirements and FBH policies and procedures.
12. Ensure equal opportunity for all assigned staff with regards to work assignments, training, promotions and other conditions and privileges of employment.
13. Prevent the harassment of employees.
14. Review regularly the progress of all assigned staff to be sure that no discrimination is occurring.
15. Team Leader for the New Journeys First Episode Psychosis (FEP) Program which utilizes the New Journeys Coordinated Specialty Care model (CSC). The CSC model is a team-based, multi-disciplinary approach model serving Transition Age Youth (TAY), between the ages of 15-40 years that have been diagnosed with Seriously Emotionally Disturbed (SED) or Seriously Mentally Ill (SMI), experiencing first episode psychosis.
16. Program planning, organization, and implementation of a multi-disciplinary team in accordance with the program's identified model.
17. Manages daily team operations, monitors/improves quality of services and supervises all team members, including administrative and clinical supervision, except for the prescriber.
18. Provide community outreach and education about the program to schools, hospitals, allied service providers, and community stakeholders.
19. Recruit and screen eligible clients for the program in locations where individuals are often first identified (e.g., inpatient psychiatric settings, Emergency Departments, schools).
20. Provide family education and skills building to shore up family relationships for the long haul, change the trajectory of the illness by supporting resumption of role functioning and social pursuits, and reduce stress and burden to family members.
21. Provide and/or acquire training for the team regarding the program's model.
22. Participate in any trainings and consultation calls required by the contract.
23. Ensure person-centered, shared decision-making services by a team of specialists are provided in home, community, and clinic settings.
24. Maintain and submit data in accordance with the contract. Ensure the program meets any contract required completion rate.
25. Participate in any contract required annual onsite visits or reviews.

#### **SUPERVISORY RESPONSIBILITIES:**

1. Manages 2 or more subordinate supervisors and/or employees
2. Responsible for the overall direction, coordination, and evaluation of his/her team.
3. Carry out supervisory responsibilities in accordance with the organization's policies and applicable laws.
4. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.
5. Responsible for 98% compliance on monitoring reviews with payors. Coordinate crisis intervention with the Crisis Response team, Crisis Triage Center, and other providers as clinically necessary
6. Participate in monthly training provided by Washington Health Care Authority First Episode Psychosis Program and the University of Washington

#### **MINIMUM QUALIFICATIONS:**

- Master's degree in psychology, social services, or a mental health field.
- Specialist (minimum 5 years of job-related experience)
- 2 or more years working with patients who have had psychotic disorders
- 2 or more years working with adolescents and family

**OR**

- Master's degree in the behavioral sciences.
- Three years' experience in clinical work and coordination of treatment services.
- Must be designated as a Mental Health Professional.
- Licensure preferred.
- Experience working with adolescents and/or Transition Age Youth preferred.
- Prior experience working within a multi-disciplinary team preferred.
- Experience using an electronic health record required.
- Must 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:**

- 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.
- 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.

**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](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.