



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:** Nurse Manager *Re-Advertise*

OPEN: April 4, 2023

EXEMPT: No

SALARY: (15) \$60.83-\$68.51/hr. DOE

SHIFT: Day

LOCATION: LHSC & New Life Center

DURATION: Regular Full Time

Grant Ends: 8/30/23

CLOSES: Until Filled

JOB CODE:

DIVISION: GM's Office

DEPARTMENT: LCS

SUPERVISOR: Medical Director

VACANCIES: 1

JOB SUMMARY: Lummi Healing Spirit Clinic and New Life Center Nurse Manager is responsible for the supervision of Registered Nurses, LPN's, CNA's, and MA's provide appropriate guidance regarding schedules, develops, and implements selection of unit nursing staff shifts, and oversees patient care. Has a solid understanding of substance abuse and/or co-occurring disorders. Follows the Certified Community Behavioral Health Clinic (CCBHC) model of providing integrated, evidence-based, trauma-informed, recovery-oriented, and person-and-family-centered care to all clients/consumers. Works with CCBHC Project Director, tribal leadership, and nursing staff to ensure timely and appropriate care to clients/consumers.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES

1. Operational standards are met by contributing information to the CCBHC Project Director for strategic plans and reviews; implementing productivity, quality, and customer-service standards; resolving problems; identifying program and/or system improvements.
2. Works with CCBHC Project Director to develop and update policies and procedures to ensure quality care is given to clients/consumers. Implements policies and procedures for the development of staff, including orientation, training, and coaching, communicating job expectations, planning, monitoring, and appraising job contributions.
3. Evaluates nursing staff on the delivery of patient care provides feedback and offers guidance.
4. Protects client/consumer confidentiality by following strict HIPPA guidelines.
5. Establishes rules, guidelines, and regulations to provide a clean and safe work environment.
6. Creates schedules for the nursing staff to provide smooth shift transitions and continued excellence of care for all admitted clients.
7. Guarantees quality of care by developing and understanding New Life Center and nursing division's values and standards of care; enforcing adherence to state board of nursing and state nurse practice act requirements and to other governing agency regulations; measuring health outcomes against standards; making or recommending adjustments.
8. Ensures that evidence-based practices are regularly used and consistent with CCBHC principles.
9. Monitors and tracks all necessary supplies to ensure they are fully stocked in accordance with standards.

10. Develops and interprets infection-control policies and protocols, enforcing medication monitoring, storage, and controlled substance regulations.
11. Monitors on-site narcotics to prevent theft or abuse.
12. Provides emergency medical equipment inventory management services; completes preventive maintenance requirements; follows manufacturer instructions; troubleshoots malfunctions; contacts the CCBHC Project Director for repairs; evaluates new equipment.
13. Assists the Project Director with preparation of requisitions and cost allocation for nursing supplies by analyzing usage reports, identifying trends, anticipating the need for supplies, and contacting the Project Director for requisitions and cost allocations.
14. Audits patient records to ensure that documentation of patient care services is maintained.
15. Participates in agency meetings, completes trainings, and workshops, and works with the NLC team to provide the highest quality services possible.
16. Practices and leads by example a bedside manner that encompasses techniques such as active listening, nonjudgement, and compassion.
17. Performs all other tasks as assigned.

MINIMUM QUALIFICATIONS:

- Bachelor of Science in Nursing (BSN); and
 - Valid Washington State License as a Registered Nurse (RN); and
 - Twelve (12) years of experience in Nursing. *preferred* or;
- Associates degree
 - Valid Washington State License as a Registered Nurse (RN); and
 - Fourteen (14) years of experience in Nursing. *preferred*
- Prior supervisory experience,
- Prior experience working with adolescents and adults with chemical dependency issues, *preferred*.
- Professional work experience in Native communities desirable, *preferred*.
- 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:

- Knowledgeable of the principles of addiction medicine and mental health clinical practices and current treatment.
- Excellent oral and written communication skills in dealing with patients and family members, paraprofessionals, and other staff members
- Ability to establish and maintain cooperative, supportive relationships with program participants.
- Ability to supervise and independently perform a clinical assessment, implement nursing care measures and report/document findings.
- Demonstrates a foundational knowledge of nursing skills, knowledge of the basic principles, practices, and standards of care for adolescent and adult patients.
- Demonstrates computer skills including word processing software, communicating through electronic messaging, obtaining information from the Internet.
- Ability to work in a cross-cultural environment.
- Understands the social and cultural context of American Indian/Alaska Native culture.
- Possesses a treatment-integrated understanding of historical trauma and Native cultural values.
- Maintain strict confidentiality in all work-related areas, process all client information and activities in a confidential manner consistent with the Lummi Nation's Policies.
- Knowledgeable of HIPAA requirements.

- Participate in staff and program meetings, including consultation and supervision and professional training sessions as required by their supervisor.
- Must be able to develop an appropriate and professional relationship with relatives of their clients and involve them appropriately in the treatment of their relative.
- Must be able to develop an appropriate and professional relationship with other services providers, and consultants.
- Professional work in addictions desirable.

REQUIREMENTS:

- This position requires regular contact with or Control over Indian Children and is therefore subject to an extensive Criminal Background Check and CAMIS Check.
- 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.
- Current and valid CPR/First Aide with certification required annually
- Completed Blood Borne Pathogens (HIV/AIDS training)
- 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.