



# 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:** Social Worker III  
Lummi Counseling Services (LCS)  
*\*\*Re-Advertise\*\**

**OPEN:** April 28, 2023

**EXEMPT:** No

**SALARY:** (11) \$34.94 - \$39.35/hr. DOE

**SHIFT:** Day

**LOCATION:** LCS

**DURATION:** Regular Full-Time

**CLOSES:** Until Filled

**JOB CODE:**

**DIVISION:** General Manager

**DEPARTMENT:** Lummi Counseling Services

**SUPERVISOR:** Interim Director

**VACANCIES:** 1

**JOB SUMMARY:** Social Worker will be dedicated to helping individuals, families to improve their quality of lives through counseling, advocacy, and reporting. Provide counseling and therapy to clients and families who are experiencing health problems, substance abuse or other trauma in their lives. Committed to helping people solve and cope with challenges in their lives by together with their client develop goals and plans to change their lives for the better. Will provide coordination and supervision for the LCS Transitional Living Program (TLP) and the Housing Case Managers. Facilitate group meetings for the TLP participants. Provide on-going monitoring and reporting of participant's progress

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

1. Provide coordination and supervision of the Transitional Living Program Case Manager.
2. Conduct individual assessments to determine client's situation and needs to provide the best treatment plan and goals.
3. Facilitate group meetings for the TLP participants.
4. Provide on-going monitoring and reporting of TLP participant's progress.
5. Establish course of action by exploring options and setting goals with client.
6. Obtain assistance for client by referring him/her to community resources, arranging for appointments and establishing rapport with other agencies.
7. Coordinate care with patients SUDP counselor and other care takers.
8. Foster client's action or adjustment by interpreting attitude s and patterns of behavior explaining and suggesting new options.
9. Maintain records of case by documenting client's situation and client's actions. Monitor's their goals and plan by doing periodic Follow-up.
10. Maintain operation by following policies and procedures, participating in quality reviews and reporting needed changes.

11. Coordinating treatment planning and maintaining on-going contact with patient providers for continual care of client.
12. Participate in mandatory scheduled meeting for case management; share client progress or problems with individual treatment plan, receive caseload direction.
13. Provide crisis interventions as needed.
14. Ensure that all information and data provided by client shall comply with requirement regarding confidentiality under the HIPPA Regulations.
15. Responsible for continuum of care based on individual treatment needs and documented progress by maintaining up-date treatment goals and progress notes for the purpose of Medicaid billing.
16. Follow requirements procedures and deadlines for client information to be processed and reported in a timely manner as required by LCS Billing Office.
17. Provide in- home services based on need.
18. Establish and maintain effective working relationships with others, including clients, family members and others who may be under distress or duress.
19. Communicate and relate effectively with clients who may be emotionally or mentally disabled, medically disabled, elderly, substance abusers, victims of domestic violence or fiduciary abuse.

#### **MINIMUM QUALIFICATIONS:**

- Master's degree in Counseling Psychology, Clinical Mental Health Counseling, Social Work, or related field; and
  - One of the following credentials: Licensed Mental Health Counselor (LMHC), Licensed Clinical Social Worker (LCSW), Licensed Independent Clinical Social Worker (LICSW), Licensed Marriage and Family Therapist (LMFT), Licensed Professional Counselor (LPC), Licensed Mental Health Professional (LMHP), Psychologist (PhD/PsyD); and
  - Three (3) years of relevant work experience (i.e., mental health, behavioral health, counseling, or psychotherapy).
- Must possess a valid Washington State Driver's license and eligibility requirements for tribal insurance.
- Lummi/Native American/Veteran preference policy applies.

#### **KNOWLEDGE, ABILITIES AND SKILLS:**

- Knowledge of interviewing and record keeping, including documentation of actions and contacts with clients.
- Committed to helping people change their lives for the better
- Ability to work effectively under pressure and deadlines.
- Communicate and relate effectively with clients including family and family members
- Ability to handle pressure and knowledge to respond to emergency and/or crisis situation.
- Must practice excellent listening skills to gather information to develop a plan and set goals.
- Position requires excellent communication skills, with the ability to give written and oral reports.
- Must maintain strict confidentiality at all times.

#### **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.
- Position requires extensive Criminal 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.

**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.