



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: Substance Use Disorder Professional (SUDP)

OPEN: May 22, 2024

EXEMPT: No

SALARY: \$30.91

SHIFT: Day

LOCATION: Lummi Counseling Services

DURATION: Regular Full Time

CLOSES: June 06, 2024

JOB CODE:

DIVISION: General Manager Dept.

DEPARTMENT: Counseling Services

SUPERVISOR: LCS Clinical Supervisor

VACANCIES: 1

JOB SUMMARY: Substance Use Disorder Professional (SUDP) primary duties will be to provide assessments, conduct group therapy sessions, provide interventions, crisis intervention, SUDP will also provide education, referrals, report, and record keeping, consultation with other professional regarding client treatment services. SUDP will do ADIS and education as needed. SUDP will provide treatment services in a certified licensed outpatient Level (1) /Level (2.1) Intensive Outpatient program following state, federal and tribal regulations. Services performed by SUDP include screening for eligibility, intake to programs, orientation to program goals and rules. Will work closely with other counselors and the Clinical Supervisor.

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

1. Provide assessments for clients needing treatment following the program criteria for diagnosis and determine a treatment plan and goals as required.
2. Knowledgeable of continuum of care based on individual treatment needs and documentation progress by maintaining updated treatment goals and progress notes.
3. Meet with Clinical Supervisor on a regular basis to assess client files and give feedback on
4. Lead Counselor will ensure timely submissions of all chart-related documentation for billing submissions, interagency communication, and court related paperwork.
5. Will be responsible for influencing the policies, procedures, and clinical protocols of the agency in the delivery of treatment services.
6. Provide outpatient/aftercare and relapse prevention counseling for chemical dependent individuals and counseling to entire families encouraging family participation in the recovery process.
7. Proficient in providing Inpatient CD Treatment referrals through the Affordable Care Act (ACA), SSI, Medicaid, & Apple Health Plan.
8. Maintain current file documentation providing case management according to HCA, TARGET and Lummi Counseling Services documentation billing requirements.
9. Check to ensure that records for clients include all information required for Medicaid reimbursement and other billing.
10. Submit monthly client compliance reports including AA/NA/HA attendance individual sessions, and group participation.
11. Participate in mandatory scheduled staff meetings for case management; receive caseload direction, and comprehensive understanding of program expectation.

12. Knowledgeable of continuum of care based on individual treatment needs and documentation progress by maintaining updated treatment goals and progress notes.
13. Utilize referral resources including self-help support groups and other agencies that address spiritual, emotional, physical, and mental needs of client and are beyond the scope of services at Lummi Counseling Services appropriately.
14. Educate client of chemical dependency disease concept and methods of recovery by utilizing available videos and literature and encourage participation in wellness activities.
15. Perform assessments on clients at designated off-site location and follow-up with appropriate treatment plan and referral.
16. Make Inpatient treatment arrangements as needed by establishing procedures.

MINIMUM QUALIFICATIONS:

- AA degree preferred plus 5 years experienced as a SUDP
- WA State Licensed & Certification in Substance Use Disorder Professional
- 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:

- Experience working with Native American adults, adolescents, and children *preferred*.
- Computer skills and software use experience using MS Office Suite
- Ability to serve as the Lead SUDP and receive required training,
- Ability to maintain strict confidentiality at all times.
- Ability and willingness to respond to emergency and/or crisis situations.
- Ability to be culturally and spiritually sensitive to targeted Native American population.
- Positive role model; no dysfunctional habits, attitudes, or actions.
- Experience recording client information and record keeping into computer (EHR) Electronic Health Record system (Methasoft).
- Communication skills are a must for representing clients in court and speaking to court officials on behalf of client.
- Ability to adhere strictly to chain of custody regulations and law when transporting incarcerated client to and from treatment.

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.
- Represent and develop a professional relationship with other service providers, consultants, case managers, clients, families, and staff.
- Must be capable of driving long distance to deliver clients to inpatient treatment when needed.
- Must maintain certification by attending required training and earning required CEU's.
- Must be alcohol and drug abstinent for three (3) years; subject to random urinalysis testing.
- Must have HIV/AIDS and Airborne pathogens eight (8) hour training or willing to take the next available class.

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.