



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: Dosing Nurse

Lummi Counseling Services (LCS)

OPEN: June 21, 2024

EXEMPT: No

SALARY: DOE

SHIFT: Day

LOCATION: Healing Spirit Clinic OTP

DURATION: Regular Full-Time

CLOSES: July 09, 2024

JOB CODE:

DIVISION: General Manager

DEPARTMENT: LCS

SUPERVISOR: MD/Nurse Manager

VACANCIES: 1

JOB SUMMARY: The Dosing Nurse will provide direct clinical support to the medical staff at the Lummi Healing Spirit Clinic OTP. Responsible for the safe and efficient dispensing of Methadone and Suboxone medication to patients in compliance with WAC, FDA, DEA, and tribal regulations and LHSC policies and procedures while maintaining accurate accounting of all medication received and dispensed. Will be responsible to work with clients and dosing them according to their phase of their recovery. Provides nursing care in accordance with the substance abuse patient's plan of care to include comprehensive health and psychosocial evaluation. May provide support at New Life Center as needed.

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

1. As member of the Lummi Healing Spirit Clinic OTP and New Life Center, helps provide medication for outpatient detoxification and treatment services to those recovering from addiction.
2. Maintain accurate accounting of all medication received (from supplier) and dispensed (to the patient).
3. Provides outpatient-nursing services related to drug abuse and dependency including breath alcohol testing, urine collection and processing, reading test results as needed; ensures accurate completion of all forms documenting these procedures.
4. Works within scope of license to include measure and record of patients' vital signs, nursing-level physical assessment, patient care or treatment (to include wound care), and patient education.
5. Assess patient physical condition, reporting observations to providers either verbally or in writing.
6. Alert treatment staff of any observed changes in patient status.
7. Explain the proper use of dispensed medication and its effects to patients.
8. Accurately and efficiently helps dispense daily doses of Suboxone and Methadone or other medications as indicated by the Medical Director.
9. Maintains current statistical records.
10. Performs is weekly and as-needed urinalysis testing on all clients and documents or forwards to appropriate medical records staff to input into electronic health record system.

11. Manages the Lummi Healing Spirit Clinic OTP on Saturday mornings, dispensing daily doses of Methadone, Suboxone or other medications as indicated by the Medical Director and documents appropriately in Methasoft and Central Registry.
12. Maintains and enforces HIPAA and CFR 42 Part 2 regulations.
13. Maintains clear and concise medical records in Methasoft and Central Registry for compliance with OTP certifying agencies and auditors by checking WA-PMP to monitor for dual enrollment, flagging patients for necessary appointments (follow-ups, annuals, and lab work), and importing lab work from EPIC-EHR into Methasoft.
14. Attends weekly staff meetings, planning and training meetings, workshops, and conferences.
15. Maintains the minimum requirement of professional continuing education credits annually on topics related to nursing and addiction.
16. Maintains ability to pass a drug and alcohol test as required by the Drug and Alcohol-Free Workplace Policy.
17. 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.
18. Participate in staff and program meetings, including consultation and supervision and professional training sessions as required by their supervisor.
19. 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.
20. Must be able to develop an appropriate and professional relationship with other services providers, and consultants.
21. Performs TB tests on staff and clients.
22. Assists with tasks within the scope of nursing and program services and any nursing functions associated with clinic research studies.
23. Other duties as assigned by supervisor.

MINIMUM QUALIFICATIONS:

- Must possess a valid Washington State license as a Licensed Practical Nurse (LPN): Grade 11-12 (\$34.94-45.20) **OR**
- Registered Nurse (RN): Grade 13-14 (\$46.10-\$59.64)
Must have prior experience working with clients with Substance Use Disorder (SUD)
- Must have prior demonstrated experience dispensing methadone Required.
- Prior experience working with adolescents and adults with chemical dependence 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 in addictions and current treatment.
- Proficiency in Phlebotomy and EKGs.
- 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 independently perform a clinical assessment, implement nursing care measures and report/document findings.

- Understands HIPAA and confidentiality requirements for healthcare.
- 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.

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 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 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.