



# 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 Licensed Practical Nurse  
Lummi Counseling Services (LCS)

**OPEN:** April 18, 2019

**EXEMPT:** No

**SALARY :** (8) \$21.82-\$24.44

**SHIFT:** Day

**LOCATION:** Healing Spirit Clinic

**DURATION:** Regular Full-time

**CLOSE:** April 26, 2019

**JOB CODE:**

**DIVISION:** Behavioral Health

**DEPARTMENT:** LCS

**SUPERVISOR:** Medical Director/Program Sponsor

**VACANCIES:** 1

**JOB SUMMARY:** The Licensed Practical Nurse (LPN) will provide direct clinical support to the medical staff of the Suboxone program. Is responsible with working with clients and dosing them according to their phase of their recovery.

**ESSENTIAL JOB DUTIES AND RESPONSIBILITIES** include the following, plus other related duties as assigned:

1. Reports to the Medical Director or Program Sponsor.
2. As member of the Lummi Healing Spirit Clinic, helps provide medication for outpatient detoxification and treatment services to those recovering from addiction.
3. Provides outpatient-nursing services related to drug abuse and dependency.
4. Accurately and efficiently helps dispense daily doses of Suboxone or other medications as indicated by the Medical Director.
5. Performs 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.
6. Manages the Lummi Healing Spirit Clinic on Saturday mornings, dispensing daily doses of Suboxone or other medications as indicated by the Medical Director and documents appropriately.
7. Maintains and enforces HIPAA regulations.
8. Maintains clear and concise medical records.
9. Attends weekly staff meetings, planning and training meetings, workshops, and conferences.
10. Maintains the minimum requirement of professional continuing education credits annually on topics related to nursing and addiction.
11. Maintains ability to pass a drug and alcohol test as required by the Drug and Alcohol Free Workplace Policy.

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

- Knowledgeable in addictions 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 independently perform a clinical assessment, implement nursing care measures and report/document findings.
- Understands HIPAA and confidentiality requirements for health care

- 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.
- Drives a car and possession of a valid Washington State driver's license.

### **ORGANIZATIONAL RESPONSIBILITIES**

- 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.
- Understanding of the Lummi/Native American/Veterans Preference Policy applies.
- Must have a valid Washington State Driver's License and be eligible for Tribal Insurance.

### **MINIMUM QUALIFICATIONS:**

- Requires a valid Washington State License as a Licensed Practical Nurse
- Professional work experience in Native communities desirable.
- Professional work in addiction medicine desirable.
- Must possess a valid Washington State Driver's license and meet eligibility requirements for tribal insurance.

### **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 an extensive Criminal Background Check and FAMLINK Check.
- Possess a valid Washington State Driver's License.
- Prior experience as an LPN.
- Prior experience working with adolescents and adults.
- Prior experience working with chemical dependence issues.
- Has a valid Washington State License as an LPN.

### **TO APPLY:**

To obtain a Lummi Indian Business Council (LIBC) application go to: <http://lnnr.lummi-nsn.gov/LummiWebsite/Website.php?PageID=376> 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.