



# 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:** Transitional Home Case Manager

**\*\*Re-Advertise\*\***

**OPEN:** April 8, 2019

**EXEMPT:** No

**SALARY:** 7 (\$18.97 to \$21.25 per hour)

**SHIFT:** Day

**LOCATION:** LCS Building

**DURATION:** Regular Full Time

**CLOSES:** May 15, 2019

**JOB CODE:**

**DIVISION:** Behavioral Health

**DEPARTMENT:** LCS

**SUPERVISOR:** LCS Manager

**VACANCIES:** 1

**JOB SUMMARY:** Provide agency-based case management and counseling services for homeless adults and families affected by drugs and alcohol. Will assist clients with the application process for Transitional Living Housing on or off the reservation. Will assess the needs and provide intensive wrap around services in the area of vocation, education, social services, household maintenance, mental health, medical, dental and court issues. Will counsel and assist program participants in setting goals that will help them live self sufficient lives and to meet the challenges of independent living.

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

1. Provide case management services to participants seeking recovery from substance abuse assist and support, the elderly, incarcerated, the homelessness and families going thru difficult times. Assist them with wrap around services such as referrals, information and linkages to other agencies.
2. Will serve as the liaison person between Lummi Counseling Services and Lummi Housing Authority for the purpose of advocating for clients.
3. Accept applications for Transitional Housing Program the client is qualified for based on income and financial assistance needed for rent.
4. Provide orientation on all policies of the Transitional Living Housing Program; explain rights rules and responsibilities of the program.
5. Will ensure that all participants comply with the TLH rules and House contract. Using the termination guidelines, must terminate participants that refuse to follow the rules as outlined.
6. Ensure that the participants remain busy to strengthen their recovery process; participants will be required to be in a recovery program at the LCS and should either be working, attending school, or performing some kind of volunteer service.
7. Provide transportation to clients seeking sober living housing off reservation and other appointments.
8. Develop and maintain clinical records and services documentation according to agency standards.
9. Assist participants with legal issues relating to court, probation, and children services.
10. Ensure the appropriate procedures are maintained for the purpose of client confidentiality as required by the HIPPA Law under WAC regulations.
11. Attend required weekly staff meetings.

12. Must utilize support systems and make referrals for clients needing medical, mental, TANF and other services.
13. Other job related duties as assigned by supervisor.

**MINIMUM QUALIFICATIONS:**

- AA or BA degree in Social Services **OR** Chemical Dependency Studies or near completion.
- 3 years experience in case management.
- 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:**

- Ability to establish and maintain a professional and supportive relationship with program participants.
- Ability to be sensitive and understanding to people with chemical dependency problems.
- Ability to assist and seek sober living housing for clients needing housing as part of their treatment.
- Must serve as the liaison contact person between Lummi Housing Authority and Lummi Counseling Services.
- Ability to oversee and supervise tenants in the Transitional Housing to ensure policies and rules are being followed. Following the TH policies, evict participants that refuse to pay rent or follow the guidelines of the program.
- Possess good judgment concerning confidentiality and ethical procedures.
- Must have knowledge of basic computer skills.
- Knowledgeable of keeping documentation of case records and providing reports as required.
- Must have the ability to work as a team member and get along with co-workers. Able to prioritize multiple responsibilities, work independently and exercise professional judgement.
- Must be reliable and dependable.
- Must follow client confidentiality as required by HIPPA Law under federal regulations.
- Effective communication, written, verbal and interpersonal skills including conflict resolution.
- Knowledgeable of addictions and current treatment and willingness to work with drug effected people.
- Other job related duties as assigned by supervisor.

**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.
- Must have HIV/AIDS and Airborne Pathogens eight hour training or willing to register in the next available class.
- Must have CPR Class or willing to take the next available class
- Must be willing to travel for training and professional development.

**TO APPLY:**

To obtain a Lummi Indian Business Council (LIBC) application go to: <http://Innr.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.