



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: Lead Intensive Outpatient Program (IOP) Licensed Mental Health Provider

OPEN: April 8, 2025

EXEMPT: Yes

SALARY: (13) \$46.10-\$51.92/hr. DOE

SHIFT: Flexible

LOCATION: LNHC

DURATION: Regular Full Time

CLOSES: April 23, 2025

JOB CODE:

DIVISION: HHS

DEPARTMENT: Behavioral Health

SUPERVISOR: BH Clinical Director

VACANCIES: 1

JOB SUMMARY: The Lead Intensive Outpatient Program (IOP) Licensed Mental Health Provider will serve as both a clinician and a Clinical Lead within the Lummi Behavioral Health Division. In this dual role, the incumbent will provide individual and group mental health services to community members, including adults, adolescents, and children, in alignment with the Behavioral Health Manual and program guidelines. As a Licensed Mental Health Provider, the incumbent will conduct assessments, develop treatment plans, and deliver culturally sensitive mental health services to meet the needs of the Lummi Nation. The Lead responsibilities include supervising and supporting Licensed and Associate Mental Health Providers, ensuring clinical excellence, and promoting compliance with ethical and professional standards. This position requires flexibility in work hours to accommodate program needs and the ability to collaborate effectively with multidisciplinary teams. The Provider will contribute to the health and wellness of the community through high-quality mental health care and leadership in the Intensive Outpatient Program.

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

Lead Responsibilities:

1. Identify and facilitate access to additional client and clinician resources not provided by Lummi Behavioral Health, including inpatient treatment options, psychiatric evaluations, and other specialized services as needed.
2. Provide individual supervision to mental health clinicians and certified peer counselors on a monthly basis, or more frequently as needed. This includes consultation, identifying training needs, and providing feedback on clinical documentation.
3. Review and approve clinical records for associate-level clinicians to ensure compliance with standards.
4. Maintain detailed records and notes of individual supervision sessions for licensed mental health clinicians and associates.

5. Lead and support department-wide quality assurance initiatives and protocols to maintain high standards of care.
6. Review clinician caseloads regularly to ensure equitable distribution of clients across the team.
7. Ensure clinicians meet client contact standards and address any gaps in service delivery.
8. Provide oversight and maintain accountability for assigned clinicians to ensure adherence to organizational policies and procedures.
9. Conduct annual performance evaluations for assigned mental health clinicians, offering constructive feedback and identifying opportunities for growth.
10. Train new providers on organizational policies, procedures, electronic charting systems, and all aspects of their job responsibilities.
11. Initiate and document corrective action steps in accordance with LIBC policies and procedures when providers fail to meet legal or job performance standards.
12. Ensure all clinical documentation meets LBH standards and complies with WAC codes to support program goals and objectives.
13. Consult and collaborate with Clinical Leads and/or Clinical Manager on high-risk cases involving crises, suicide risks, complex psychiatric issues, or CPS reporting needs, as identified by clinicians.
14. Uphold strict confidentiality in all work-related matters, processing client information in compliance with Lummi Nation policies.
15. Perform other duties as assigned to support departmental and organizational needs.

Licensed Mental Health Provider Responsibilities:

1. Deliver structured mental health treatment in an intensive outpatient format, ensuring cultural sensitivity and appropriateness.
2. Facilitate group therapy sessions (3 hours/session, 3 days/week) and individual and family-based therapy. Ensure consistent productivity while maintaining the quality and accuracy of work.
3. Prioritize efficient time management, collaboration, and adherence to established workflows to meet or exceed weekly performance goals.
4. Address acute mental health needs, stabilization, and recovery through evidence-based models such as Trauma-Focused Cognitive Behavioral Therapy (TF-CBT), Dialectical Behavioral Therapy (DBT), and Motivational Interviewing (MI).
5. Provide crisis intervention during IOP sessions or as needed, including developing crisis plans for clients.
6. Identify when clients' needs exceed IOP services and coordinate referrals for inpatient or specialized care.
7. Work with families and community resources to support clients' treatment goals.
8. Collaborate with mental health professionals, healthcare providers, and community organizations to ensure holistic care.
9. Communicate effectively with staff, clients, families, and external providers.
10. Provide peer support to other clinicians as needed.
11. Attend and contribute to clinical team meetings and supervision sessions.
12. Maintain timely and accurate documentation in the electronic health record (EHR), including assessments, treatment plans, progress notes, and discharge summaries, adhering to agency, state, and federal regulations.
13. Adhere to HIPAA, CFR42, and Behavioral Health Manual guidelines.
14. Foster a welcoming and respectful environment, creating meaningful experiences for clients.
15. Educate clients and families on mental health conditions and available resources.
16. Display a commitment to ethical and equitable care practices.
17. Provide training and support to other staff as needed.

18. Provide Open Access services on a rotating basis, ensuring availability for same-day appointments, walk-ins, and urgent clinical needs during normal business hours.
19. Adapt to program needs, including evening and weekend availability, to ensure accessible care.

MINIMUM QUALIFICATIONS:

- Master's degree in Psychology, Counseling, Social Work, or a related behavioral health field from an accredited institution.
- Active Washington State licensure as a Mental Health Counselor, Clinical Social Worker, or Marriage and Family Therapist.
- Completion of 15 hours of supervision training meeting Washington State requirements for Supervisors, with proof of training *required*. Washington State DOH approved supervisor for Licensed Mental Health Professionals *preferred*.
- Three years of clinical experience, including work with intensive outpatient services, *preferred*.
- Experience working with AI/AN populations, *required*
- 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:

- Cultural competence and sensitivity, with an emphasis on understanding historical trauma in Native communities. Understand the community's traditional beliefs, values, and practices.
- Ability to work as a member of a team and maintain positive relationships with co-workers and other agencies.
- Communication and listening skills to develop rapport with clients.
- Ability to build partnerships with stakeholders across multiple organizations and systems locally and nationally.
- Ability to facilitate individual, family, and group encounters
- Organizational skills.
- Computer skills and reports writing skills and be able to learn on the job and willing to participate in relevant job training opportunities as identified.
- Ability to always maintain strict confidentiality in compliance with HIPAA regulations.
- Strong understanding of evidence-based therapeutic practices.
- Proficiency with electronic health records (EHR) systems (e.g., EPIC).
- Knowledge of local resources for mental health and co-occurring disorders (i.e., Housing, Food, Support groups, etc.).
- Ability to work collaboratively in a multidisciplinary team.
- Effective communication, organizational, and crisis management skills.

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 successful and extensive criminal background check, CAMIS background check.
- Must have CPR and First Aid certification within 30 days of hire.
- Must be accepting and respectful toward clients and staff.
- Must be flexible and able to work nights and weekends.

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.