



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: Dispensary Licensed Practical Nurse
Lummi Counseling Services (LCS)

OPEN: April 22, 2025

CLOSES: May 06, 2025

EXEMPT: No

JOB CODE:

SALARY: (12) \$40.14-\$45.20/hr. DOE

DIVISION: Behavioral Health

SHIFT: Day

DEPARTMENT: Lummi Counseling Services (LCS)

LOCATION: Healing Spirit Clinic

SUPERVISOR: Dispensary Supervisor

DURATION: Regular Full Time

VACANCIES: 1

JOB SUMMARY: The Dispensary Licensed Practical Nurse (LPN) will provide direct support to the medical staff of the Lummi Healing Spirit Clinic Opioid Treatment Program and be responsible for dispensing medications to clients per provider orders and in accordance with program policies, procedures, and phases of recovery.

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

1. As member of the Lummi Healing Spirit Clinic, help provide medications for outpatient maintenance and detoxification treatment services to those recovering from addiction.
2. Provides outpatient-nursing services support related to care coordination.
3. Accurately and efficiently helps dispense daily doses of methadone, buprenorphine, and naloxone as indicated by the Medical Director.
4. Manages dispensary medication inventory, and client dosing records including prospective dosing appropriately.
5. Maintains and enforces HIPAA and 42 CFR Part 2 regulations.
6. Maintains clear and concise medical records within Methasoft and Central Registry, including checking WA-PMP and to monitor for dual enrollment for compliance with OTP certifying agencies.
7. Attends weekly staff meetings, planning and training meetings, workshops, and conferences.
8. Maintains the minimum requirement of professional continuing education credits annually on topics related to nursing and addiction.
9. Maintains ability to pass a drug and alcohol test as required by the Drug and Alcohol Free Workplace Policy.

MINIMUM QUALIFICATIONS:

- Valid Washington State License as a Licensed Practical Nurse
- Lummi/Native American/Veteran preference policy applies.

KNOWLEDGE, ABILITIES AND SKILLS:

- Excellent oral and written communication skills in dealing with patients and family members, paraprofessionals, and other staff members.
- Ability to establish and maintain cooperative and supportive relationships with program participants.
- Ability to independently perform a clinical assessment, implement nursing care measures and to report and document findings.
- Understands HIPAA and 42 CFR Part 2 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, and obtaining information when needed 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.

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 and 42 CFR Part 2 regulations
- Participate in staff and program meetings, including consultation and professional training sessions as required by their supervisor.
- Must be able to develop an appropriate and professional relationship with other services providers, consultants, and outside agencies when necessary.

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.
- Prior experience as an LPN.
- Prior experience working with adolescents and adults 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: <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.