



# 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:** Registered Nurse  
Lummi Counseling Services (LCS)

**OPEN:** June 17, 2025

**EXEMPT:** No

**SALARY:** (11-14) \$34.94-\$59.64/hr. DOE

**SHIFT:** Day (12-hour shift)

**LOCATION:** LHSC & New Life Center

**DURATION:** On-Call

**CLOSES:** July 2, 2025

**JOB CODE:**

**DIVISION:** General Manager

**DEPARTMENT:** LCS

**SUPERVISOR:** MD/Nurse Manager

**VACANCIES:** 1

**JOB SUMMARY:** The LWMS Registered Nurse (RN) will provide direct clinical support to the medical staff and clients of the New Life Center. 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. Responsibilities include monitoring of the patient's condition, health promotion and prevention coordination of services, teaching and training activities and direct nursing care.

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

1. As member of the Lummi Healing Spirit Clinic and New Life Center, helps provide medication for outpatient withdrawal management and treatment services to those recovering from addiction.
2. Provides outpatient-nursing services related to drug abuse and dependency including taking vitals for medical appointments and documenting client messages to forward to medical providers.
3. Accurately and efficiently helps dispense daily doses of medications for opioid use disorder (MOUD) and/or other medications to assist patient stabilization as indicated by the Medical Director or Mid-Level Providers.
4. 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.
5. Maintains and enforces HIPAA and CFR42 Part2 regulations.
6. 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 into Methasoft.
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.
10. Perform and document in the electronic medical record patients' vital signs (temperature, pulse, blood pressure and respirations) height, weight, allergies, alert physicians of any abnormalities in vital signs or appearance.
11. Prepare patients for physical examinations and instruct and/or assist patients in specimen collection, tests, and procedures.
12. Assist physicians with and/or coordinate patient treatment, procedures, and surgeries.
13. Communicate effectively with the interdisciplinary team to discuss, assess, and find the most productive way to address patient issues and needs.
14. Perform venipunctures, IV therapies and injections according to physicians' orders or patient emergencies.
15. Dispense medications as prescribed by physicians, document medication orders in electronic medical record.
16. Document in the medical record complete and accurate summaries of care given, including procedures performed and observations made.
17. Review laboratory/test results; recognize abnormal laboratory/test results and notify physicians.
18. Contact patients with test/procedure results.
19. Review physicians' discharge instructions and follow-up appointments with patients.
20. Call in prescriptions/refills to pharmacies for patients as directed by physicians.
21. Educate and counsel patients and family members on health conditions, desired results of treatment plans, expectations during illness and recovery and other related areas.
22. Check diagnostic laboratory forms and physicians' orders on patient's record for accuracy and completeness.
23. Supervises administration of medication and monitoring and/or delegates to licensed practical nurses.
24. Monitors on-site narcotics to prevent theft or abuse.
25. Maintain clinical areas to ensure the necessary medical equipment, supplies and pharmaceuticals are stocked and available.
26. Provide compassionate support to patients through each phase of their recovery and assist patients to help create a path to meeting their individual goals.
27. Assist with tasks within the scope of nursing and program services and any nursing functions associated with clinic research studies.
28. Performs all other tasks as assigned.

#### **MINIMUM QUALIFICATIONS:**

- Must possess a valid Washington State license as a Registered Nurse (RN); and
- Prior experience working with adolescents and adults with chemical dependence issues, *preferred*.
- Professional work experience in Native communities desirable, *preferred*.
- Must maintain current Basic Life Support (BLS) certification.
- 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 of the principles of addiction medicine and mental health clinical practices 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.
- 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.
- 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.
- Professional work in addictions desirable.

**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 CAMIS Check

**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](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.