



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: Certified Co-Occurring Disorders Professional

****Re-Advertise****

OPEN: June 25, 2025

EXEMPT: Yes

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

SHIFT: Flexible

LOCATION: LNHC

DURATION: Regular Full Time

CLOSES: Until Filled

JOB CODE:

DIVISION: HHS

DEPARTMENT: Behavioral Health

SUPERVISOR: Clinical Lead

VACANCIES: 1

JOB SUMMARY: The Certified Co-Occurring Disorders Professional is a key member of the Lummi Nation Behavioral Health team, delivering integrated mental health and substance use disorder (SUD) services. The provider will work collaboratively with a multidisciplinary team to assess, diagnose, and treat individuals with co-occurring mental health and substance use disorders. Services will be delivered in a culturally congruent, trauma-informed, and strength-based manner, emphasizing evidence-based practices and tribal community values. The provider must be flexible to accommodate varying schedules and ensure continuity of care for clients. The provider ensures services are client-centered, ethical, and compliant with all relevant policies and regulations.

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

1. Conduct comprehensive mental health and SUD screenings, assessments, and diagnostic evaluations using standardized tools such as the ASI, DSM-5, and ASAM criteria.
2. Ensure consistent productivity by completing a minimum of 25 sessions weekly while maintaining the quality and accuracy of work. Prioritize efficient time management, collaboration, and adherence to established workflows to meet or exceed weekly performance goals.
3. Review existing records, prior evaluations, and clinical observations to determine appropriate treatment recommendations and levels of care.
4. Complete and document mental health assessments and create individualized treatment plans collaboratively with clients.
5. Develop, implement, and revise recovery-oriented treatment plans with measurable objectives, incorporating client input and cultural practices.
6. Provide individual and group therapy using evidence-based practices such as Cognitive Behavioral Therapy, Motivational Interviewing, and Trauma-Focused interventions tailored to client needs.
7. Deliver substance abuse and mental health counseling in alignment with the client's treatment plan, reviewing progress regularly to adjust services as needed.
8. Develop and implement crisis intervention and stabilization plans.

9. Facilitate client referrals to specialized services, including medication management, when needed.
10. Act as a primary clinician and participate in multidisciplinary team meetings to ensure integrated care for clients.
11. Collaborate and coordinate care with tribal service departments, local schools, courts, probation services, and external agencies as necessary.
12. Provide consultation and education to clients' families and service providers consistent with client wishes.
13. 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.
14. Integrate tribal healing practices and community resources into treatment plans as appropriate.
15. Obtain informed consent and ensure compliance with documentation standards as outlined in the Lummi Behavioral Health Treatment Manual.
16. Close files upon client completion or discontinuation of services, following proper procedures.
17. Adhere to HIPAA, CFR42, and Behavioral Health Manual guidelines.
18. Foster a welcoming and respectful environment, creating meaningful experiences for clients.
19. Educate clients and families on behavioral health conditions and available resources.
20. Display a commitment to ethical and equitable care practices.
21. Provide training and support to other staff as needed.
22. Provide Open Access services on a rotating basis, ensuring availability for same-day appointments, walk-ins, and urgent/crisis clinical needs during normal business hours.
23. Adapt to program needs, including evening and weekend availability, to ensure accessible care.
24. Other duties as assigned.

MINIMUM QUALIFICATIONS:

- Master's degree in psychology, Education, Counseling, Social Work, or Behavioral Science from an accredited college or university.
- WA State Certification as a Substance Use Disorder Professional.
- Active Washington State licensure as a Mental Health Counselor, Clinical Social Worker, or Marriage and Family Therapist. Associate licensure *required*; full licensure *preferred*.
- Three years experience working with patients with substance use and/or mental health disorder.
- Experience working with AI/AN populations *preferred*.
- 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.