



# 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:** Substance Use Disorder Professional (SUDP/T)

**OPEN:** September 18, 2025

**EXEMPT:** No

**SALARY :**(10) \$30.42-\$34.26/hr. DOE

**SHIFT:** Day

**LOCATION:** Lummi Counseling Services

**DURATION:** Regular Full Time

**CLOSES:** Until filled

**JOB CODE:**

**DIVISION:** General Manager

**DEPARTMENT:** Lummi Counseling Services

**SUPERVISOR:** LCS Clinical Manager

**VACANCIES:** 2

**JOB SUMMARY:** Substance Use Disorder Professional/Trainee (SUDP/T) will provide services in a Level 1 Outpatient/Level2.1 Intensive Outpatient setting with Medicated Assisted Treatment (MAT) Services. Individual's services functions performed by SUDP/T include screening for eligibility, intake to programs, orientation to program goals and rules, client assessments, group counseling, crisis intervention, client education, referrals, report and record keeping, consultation with other professionals regarding client treatment services, and ADIS. SUDP/T will work closely with the courts, with Drug Court participants, and with Whatcom County Jail for clients needing inpatient treatment. The substance Use Disorder Professional (SUDP/T) will provide services to the 24/7 Secure Withdrawal Detoxification clients as assigned.

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

1. Conduct assessments using ASAM placement criteria and supportive criteria for a diagnosis using a DSM V. SUDP/T will also be encouraged to use testing tool such as SASSI, Substance Use History, MAST, Opioid and DAST.
2. Facilitate Level (1.0-2.1) counseling for individuals struggling with SUD and counseling to entire families encouraging family participation in the recovery process.
3. Provide Level 1.0 for opiate treatment program (OTP) for our Medically Assisted Treatment (MAT) services for individuals in need of a more clinical monitoring, such as Methadone and Buprenorphine services.
4. Will conduct consults for withdrawal management services and consultations for LCS/LHSC services.
5. Will provide services for new expansion of services which is New Life Center, Methadone services and Medicated opioid use disorder (MOUD)required groups.
6. As part of the Opioid Response, counselors are to be aware of signs and symptoms of Opioid Withdrawal and offer a referral to a withdrawal management program or detoxification program.
7. Fully inform all individual seeking services regarding fees, the purpose of medical insurance and if required navigating services to obtain medical insurance coverage.

8. Proficient in maintaining files and case management according to requirements of Lummi Counseling Services to comply with WA State Administrative Code (WAC).
9. PayScale will be based on employee performance evaluation and competitive industry standards.
10. Submit monthly reports to clinical supervisor and provide a monthly report to referents as described in WAC
11. Must have competency in understanding emergent /nonemergent reporting as described in WAC. Emergent non-compliance is to be reported to referents within 24-hour period, non-Emergent non-compliance have 10 days to be addressed the individuals who is in non-compliance.
12. Knowledgeable of continuum of care based on individual treatment needs and documentation progress by maintaining updated treatment goals and progress notes which will be signed daily
13. All notes shall be signed within three (3) business days of the date of service. Signatures for SUDPT will be signed within four (4) business days of date of services.
14. Utilize referral resources including self-help support groups and other agencies that address spiritual, emotional, physical and mental needs of client and are beyond the scope of services at Lummi Counseling Services appropriately.
15. SUDP will utilize various methods of utilizing available videos, literature, didactics to promote holistic approaches and evidence base practices
16. SUDP will provide record of all services conducted outside the agency, or other task such as referral to an opioid treatment or program, and all transportations requested.
17. SUDP are to follow all policies and procedures as placed by LIBC and LCS.
18. SUDP must have competency of all SUD services and requirements as stated by Washington State WAC and State/Federal Laws regarding confidentiality.
19. SUDP will be required to attend weekly staffing for Continue to education, staffing files and giving insight to workflow, and comprehensive understanding of program expectation.

#### **MINIMUM QUALIFICATIONS:**

- AA Degree or 2 years work experience or WA State Certification in Substance Use Disorder Training *Accepted*.
- Preferred bachelor's degree in human services, Psychology or Social Work
- Must possess a valid WA State Certification in Substance Use Disorder Professional or Substance Use Disorder Professional Training Certificate in good standings.
- 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:**

- Experience working with Native American adults, adolescents, and children *preferred*.
- Computer skills and software use experience using Microsoft Office 365
- Experience and knowledge of the Lummi Court System and willing to serve as a Court Liaison
- Must possess a clear understanding of HIPPA and CFR 42 Part 2
- Ability and willingness to respond to emergency and/or crisis situations.
- Ability to be culturally and spiritually sensitive to targeted Native American population.
- Positive role model; no dysfunctional habits, attitudes, or actions.
- Experience recording client information and record keeping into computer (EHRS) Electronic Health Record System (Methasoft).
- Communication skills are a must for representing clients in court and speaking to court officials on behalf of client.
- Ability to adhere strictly to chain of custody regulations and law when transporting incarcerated client to and from treatment.

- Work with grants acquired by Lummi Counseling Services (LCS) and provide reports to assigned supervisor of the designated grant.

**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 be alcohol and drug abstinence for three years; and will be subject to random urinalysis upon hiring.
- Must be actively working on completing a degree to obtain a SUDP license
- Must be reliable and dependable to show up to workstation
- Must be competent regarding culture diversity and have an understanding or willingness to gain an understanding of AI/AN culture beliefs, spiritual beliefs and practices and traditions
- Completed an HIV/AIDS and Airborne pathogens 8-hour training or willing to take the next available class.
- Must provide evidence of CPR training or be willing to register for the next available CPR training.

**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.