



# 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:** Health Housing Case Manager

**OPEN:** February 12, 2026

**EXEMPT:** No

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

**SHIFT:** Day

**LOCATION:** Eagle Haven

**DURATION:** Regular Full Time

**CLOSES:** February 27, 2026

**JOB CODE:**

**DIVISION:** Health & Human Services

**DEPARTMENT:** Policy

**SUPERVISOR:** Health Housing Manager

**VACANCIES:** 1

**JOB SUMMARY:** The Case manager will provide case management services to clients at the tiny home units at Eagle Haven Village. The individual must be a licensed professional who holds clinical social work or substance use disorder credentials. Duties include screening, intakes and treatment plans. Will coordinate comprehensive wrap around services for clients from substance use disorders and experiencing co-occurring mental health issues. This position will support clients in recovery, meeting them where they are and provide education in work force and substance use or co-occurring disorders. Work with clients to identify opportunities, develop goals, and implement individualized housing & employment plans, job searches motivational interviewing, role modeling and empathetic support. Other duties include providing clinical practice guidance and supervision for peer counselors. Will conduct liaison with Lummi Behavioral Health and CARE, employment and training and other departments of LIBC. The provider will ensure administrative reporting and documentation meets the required professional standards to support accurate representation of clients levels of care and clinical records. This position requires the provider to be flexible with work hours based on the services needed within the department and Lummi Nation. The case manager will work in accordance with Lummi standards of care and Washington Administrative Codes (WACS) and utilizes a therapeutic approach of being empathetic, respectful and motivational encouraging clients to take responsibility for their lives.

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

1. Develop and implement Health Housing guest safe residence plans, provide clinical support, case management referral and coordination with other care providers as necessary.
2. Goal Planning – Collaborate with the guest identifying and prioritizing problems, goals, and plans to help overcome any barriers in recovery.

3. Education – Provide guests and their families with information about, substance abuse, co-occurring disorders, treatment, recovery, and resources
4. Crisis management – Respond to guest needs during extreme distress or emergencies.
5. Coordinate with guests and resources that support identified needs and goals.
6. Prepare for and participate in individual and group supervision and Health Housing clinical staff meetings.
7. Be familiar and comply with and follow health housing policies and Procedures and Lummi Standards of Care, which include but not limited to any applicable State and Federal laws and requirements.
8. Provide clinical practice supervision and direction for certified peer support counselors.
9. Assist the Health Housing program manager in the development and preparation of departmental work plans pertaining to Case management services, clinical oversight of peer support, clinical trainees and program crisis response.
10. Work with the health housing program manager to develop additional programming around serving clients housing and employment and or other barriers.
11. Meet continuing education and other requirements to maintain professional licenses related to the position.
12. Perform other duties and assignments as requested by the health housing Manager.
13. Assist clients with housing applications, supportive/subsidized housing paperwork, and the employment application process
14. Monitor client progress and revise plans as necessary to ensure success weekly.
15. Collaborate with other case managers to ensure coordinated and effective service delivery
16. Communicate effectively with clients, referral sources, and community partners.
17. Maintain current knowledge of health housing and employment services and procedures.
18. Work with clients to identify opportunities, develop goals, and implement individualized housing & employment plans
19. Prepare clients for job interviews and provide training as needed.
20. Maintain accurate client records and case notes in compliance with HIPAA guidelines.
21. Attend health housing program-related community, coalition, and committee meetings as assigned.
22. Conduct crisis interventions when necessary.

#### **MINIMUM QUALIFICATIONS:**

- AA Degree or 2 years work experience or WA State Certification in Substance Use Disorder
- Bachelor's degree in human services, Psychology or Social Work *preferred*
- 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.

#### **REQUIREMENTS:**

- Ability to remain stationary for portions of the day and move throughout office and community locations for meetings.
- Frequent use of computer, office machinery, and communication devices.

- Ability to observe and assess clients in their living spaces.
- Occasional lifting of up to 25 lbs.
- Local travel and outdoor work are required; exposure to weather is expected.
- Strong time management and organizational skills.
- Adaptable to changing schedules and priorities.
- Effective problem-solving and decision-making skills.
- Emotional resilience and professionalism in high-stress situations.
- 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.
- Position requires Criminal Background 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.