



# 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:** Clinical Manager  
Lummi Counseling Services (LCS)

**OPEN:** May 30, 2019

**EXEMPT:** Yes

**SALARY:** Grade 11 (\$33.18 to \$37.16)

**SHIFT:** Day

**LOCATION:** LCS

**DURATION:** Regular Full Time

**CLOSES:** June 13, 2019

**JOB CODE:**

**DIVISION:** Behavioral Health

**DEPARTMENT:** LCS

**SUPERVISOR:** LCS Program Manager

**VACANCIES:** 1

**JOB SUMMARY:** The Clinical Manager will coordinate and integrate the therapeutic services provided by counseling staff in the Lummi Counseling Services (LCS) program of the Behavioral Health Division. This position will work collaboratively with the Behavioral Health Director, the Lummi Counseling Services Program Manager, and the Mental Health Clinical Manager. The Clinical Manager will provide clinical guidance and technical support, updates on coding, documentation, supervision for Chemical Dependency Professionals (CDPs) and trainees, and administrative reporting as required. Responsibilities include ensuring quality improvements are implemented to meet community needs with services delivered. The Clinical Manager will also provide outpatient chemical dependency counseling and/or mental health counseling to tribal members seeking treatment for substance use disorders following state and tribal policies.

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

### **Clinical Direction**

- Direct the development of a comprehensive strategy for the assessment, diagnosis, and treatment interventions for LCS clients that is culturally informed.
- Identify comprehensive strategies that can integrate the domains of cultural history, family systems, developmental disorders, neurological deficits, trauma and abuse, chemical dependency, and mental health components.
- Support the coordination of care with community resources, such as Lummi Behavioral Health, Lummi Children's Services, Lummi Tribal Court, Lummi Employment Training, Lummi Housing Authority, and other stakeholders in order to provide wrap-around services for LCS clients and their families.
- Continually assess the electronic formats utilized in the electronic health records to ensure counselors have the appropriate tools to complete and meet the programmatic demands and the Washington State Code requirements.
- Assist in the development of outcome-based assessments that lend themselves to empirically based research reporting. Work collaboratively with Behavioral Health leadership to identify and provide training of clinical staff in the use and scoring of evidenced based assessment tools.
- Collaborate with the BH Director and LTHC Medical Director regarding the integration of substance use disorder services at the Tribal Clinic to provide holistic centered patient care.
- Assist the Behavioral Health Director in the development of MOAs with Lummi program partners and services in the broader community.

- Identify additional resources for clients not currently provided by Lummi Counseling Services such as detox services, inpatient treatment access, referrals for psychiatric evaluations, and other specialized services as needed.
- Develop monthly reports in order to review clinicians' active caseloads, to monitor clinician encounter rates, and to determine distribution of referrals. Maintain a database on all referrals coming to LCS that will be compiled quarterly and provided to the Director of Behavioral Health for reporting to the Health and Family Services Commission and to the General Manager's office as needed.
- Support the coordination of billing for services between coders and clinicians to meet all WAC and departmental documentation requirements.
- Support the LCS Program Manager to manage overall demands of a large clinical team to include, but not limited to, group schedules, leave requests/coverage, schedule changes, stress management, workplace atmosphere, and time management.
- Actively manage and problem-solve Open Access and crisis walk-ins. Provide clinical support to clients in crisis, triage with LCS and MH clinical staff and/or the LTHC medical team as needed.
- Assist the Behavioral Health Director and LCS Program Manager in the development and preparation of departmental work plans and yearly budgets.

#### **Clinical Supervision:**

- Lead weekly Clinical meetings with the LCS clinical staff to discuss administrative tasks and process, clinical training needs, LIBC program updates and changes, and case reviews as brought forward by the counselors.
- Ensure counselors participate in required LIBC employee trainings and complete continuing education required for licensure.
- Provide individual supervision as needed for each counselor in order to provide consultation, determine individual training needs, and provide feedback on clinical charting. Keep a log of individual supervision.
- Coordinate continuing educational experiences that would enhance the skill development of each counselor, including training on empirically supported treatments for substance use disorders and mental health disorders and culturally based approaches.
- Participate in weekly management meetings with the Behavioral Health management team for both the mental health and chemical dependency programs.
- Collaborate with Lummi program partners on the presentation of prevention and intervention trainings for youth, adults, and the community. Attend community events as needed.
- Complete the Annual Performance Reviews for each counselor.
- Maintain strict confidentiality in all work related areas. Process all client information activities in a confidential manner consistent with Lummi Nation's policies.
- Serves as a professional role model for other staff members and clients by implementing knowledge of interpersonal relationships, communications theory and systems approaches in interactions as a clinical supervisor.
- Provide Professional leadership and team building with entire LCS staff.

#### **Clinical Services:**

- Perform diagnostic substance use disorder evaluations and assessments and follow up with appropriate treatment plan. Coordinate referrals to other services as needed.
- Provide outpatient/aftercare counseling for individuals with substance use disorder. Facilitate treatment groups as needed.
- Encourage family participation in the recovery process.
- Make inpatient treatment arrangements as needed by following established procedures. Make

- arrangements for transportation to and from inpatient treatment.
- Submit monthly client compliance reports including UA's, individual and group attendance and monitored antabuse to courts and probations officers as required.
- Participate in staff and program meetings, including consultation, supervision and professional training sessions as required.

#### **MINIMUM QUALIFICATIONS:**

- Must be licensed as a Chemical Dependency Counselor in the State of Washington.
- 2 years experience as a clinical supervisor and documented supervision training hours that meet WA State requirements for clinical supervision.
- Masters Degree in Social Work, Psychology, Counseling, or Marriage and Family Therapy *preferred* **OR** BA/BS Degree and 15 years full time work experience as CDP.
- Licensed as a Mental Health Professional (e.g. social work, psychology, counseling, marriage & family) *preferred*.
- 3 years experience of professional work as Chemical Dependency Counselor with experience working with co-occurring disorders.
- 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:**

- Ability to work in a cross-culture environment, understands the social and cultural context of Native American cultural values.
- Knowledge of guidelines for reporting as required by Federal, State, Local, and Tribal regulations or laws.
- Ability to maintain strict confidentiality in all work related areas, process all client information and activities in a confidential manner consistent with the HIPAA and Lummi Nation's Policies (42CFR).
- Ability to develop professional relationships with relatives of clients and involve them as appropriate in the client's treatment.
- Ability to develop appropriate and professional relationships with other services providers, consultants and case managers.
- Ability to communicate effectively both orally and in writing.
- Must be supportive of the organization's mission goals and adhere to program rules and policies.

#### **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 FAMLINK Check.
- Must have CPR and First Aid certification within 30 days of hire.
- Must have knowledge about HIV/AIDS and sexually transmitted diseases.

#### **TO APPLY:**

To obtain a Lummi Indian Business Council (LIBC) application go to: <https://www.lummi-nsn.gov/Website.php?PageID=381> 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.