



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: Social Work Manager

OPEN: March 16, 2026

EXEMPT: Yes

SALARY: (14) \$52.96-\$59.64/hr. DOE

SHIFT: Day

LOCATION: LNHC

DURATION: Regular Full-Time

CLOSES: April 06, 2026

JOB CODE:

DIVISION: Health & Human Services

DEPARTMENT: LNHC-Medical

SUPERVISOR: Executive Medical Director

VACANCIES: 1

JOB SUMMARY: The Social Work Manager provides clinical and direct supervision and support to a multi-disciplinary team of master's level Social Workers, Certified Peer Counselors, Care Navigators, Harm Reduction and Outreach staff involved in health-related care coordination and outreach services. The position leads ongoing efforts to improve the integration of behavioral health and chemical dependency services at the Lummi Tribal Health Center. The Social Work Manager is responsible to attend leadership meetings at LNHC and engage in capacity building and planning for the department within LNHC and the broader community. The manager will provide leadership to staff to assist in career development towards licensure and providing billable services for maximum efficiency. The Social Work Manager will also provide direct patient care within the scope of license.

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

1. Provide direct supervision to MSW, Care Navigator, Peer Counselor, Harm Reduction and Outreach staff.
2. Responsible to communicate the goals of the program to team members; coordinate monthly Social Work Team staff meetings; set short and long-term goals for each employee; hold employees accountable and provides corrective action when necessary.
3. Develop policy and procedure for Social Work Department.
4. Participate in LTHC leadership meetings and provide guidance and supervision to assigned staff based on decision of leadership team.
5. Develop and implement programs that build financial sustainability into Social Work Department structure.
6. Oversee clinical documentation of staff to ensure meets clinical criteria necessary for each position.
7. Work with others to continually refine mission of the program; able to adapt new information to adjust the program plan to meet the needs of the community.

8. Create both formal and informal processes to help extend clinic services into the community.
9. Coordinate with the community nursing program to care for vulnerable community members; works closely with physicians and nurses and other team members to schedule meaningful physician home visits.
10. Organize daily morning wraparound meeting with medical, mental health, chemical dependency, and other social service programs to create a shared mental model of patients; oversees and coordinates resources for patients as a result of wraparound meetings.
11. Responsible for hiring team members when needed; provide annual performance reviews and identify opportunities for learning and growth for team members.
12. Will have a working knowledge of budgets and program expenditures with charge line authority.
13. Responsible for the development and implementation of a patient's care/treatment plan through use of diagnosis and clinical assessment of psychiatric, chemical dependency and psychosocial needs as they relate to medical and behavioral care needs.
14. Provide diagnosis and treatment of individuals, couples, families, and groups.
15. Responsible to connect patients and families to appropriate resources; works with the patient to identify potential barriers to accessing resources and works creatively to help the patient complete their plan of care.
16. Lead care coordination efforts with external social service, mental health and chemical dependency resources; acts as the patient's advocate; leads care coordination meetings with medical staff.
17. Responsible to keep the primary care team up to date with the patient's plan of care relating to social work activities.
18. Work closely with, and oversee activities related to, hospital care coordinators/social workers and other entities to ensure warm handoffs during transitions of care, including emergency room utilization when possible.
19. Assesses for abuse/neglect, exploitation or abandonment and follows mandatory reporting guidelines.
20. Attend and oversee staff during *care conferences* for patients in hospital or skilled nursing facilities when necessary.
21. Work with other LIBC agencies to coordinate and assess community health service needs or disparities.
22. Other duties as assigned

MINIMUM QUALIFICATIONS:

- Master's Degree in Social Work (MSW) from an accredited graduate school of social work, *required*
- Licensed Independent Clinical Social Worker (LICSW), *preferred* or Social Work Associate Independent Clinical Licensure (LSWAIC) *required*
- Current license to practice in the State of Washington, *required*
- Minimum of 5 years of experience as a social worker, *required*
- Minimum of 2 years of experience as a supervisor, *required*
- Experience working with patients in mental health crisis *required*
- 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:

- Knowledge of Patient Privacy Act and HIPAA.
- Excellent communication skills with the ability to work as a cooperative member of a team.
- Ability to use good judgment and integrity in working with patients and those that treat patients.
- Must possess the disposition and personality to work harmoniously with a wide variety of people: patients, families, co-workers, outside providers, vendors, and other LIBC departments.
- Must be committed to overall goal, mission, and philosophy of LTHC code of ethics, policies and procedures.
- Must maintain strict confidentiality at all times.
- Ability to use an electronic health record system to document services provided in accordance with State and Federal documentation guidelines.

REQUIREMENTS:

- Maintain patient privacy rights and adhere to HIPAA.
- 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.

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.