



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: Care Coordinator**

OPEN: March 16, 2026

EXEMPT: No

SALARY: (9/10) \$30.42-\$39.35/hr. DOE

SHIFT: Day

LOCATION: Lummi SWMS

DURATION: Regular Full-Time

CLOSES: March 20, 2026

JOB CODE:

DIVISION: Policy

DEPARTMENT: SWMS

SUPERVISOR: Clinical Manager

VACANCIES: 1

JOB SUMMARY: The Care Coordinator is responsible for coordinating timely, culturally responsive, and clinically appropriate discharge planning for individuals admitted to the ShoqweL Ya' LhaoLh-ew'xw Secure Withdrawal Management & Stabilization (SWMS) facility, including voluntary and involuntary admissions (e.g., Ricky's Law).

This position works closely with clinical, medical, peer support, court evaluator, and cultural service staff to ensure safe transitions from withdrawal management to the next level of care. Discharge planning begins at admission and emphasizes continuity of care, harm reduction, cultural healing, and community reintegration while honoring Lummi Nation values, sovereignty, and traditions.

Current schedule is Monday – Friday from 8am - 4:30pm until opening. We are designed to support 24/7 program operations and may include weekend coverage along with rotating holiday shifts. Current anticipated schedules may include the following; however, schedules are subject to change based on program needs, staffing levels, and operational requirements:

- **Care Coordinator/SUDP:** Monday – Friday, 8:00am – 4:30pm

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES

1. Initiate discharge planning at admission and update plans throughout the patient's stay.
2. Coordinate transitions to appropriate levels of care, including outpatient SUD treatment, residential treatment, MOUD providers, mental health services, medical care, housing, and community recovery supports.
3. Follow and assist with development, implementation, and update of individualized treatment plans in collaboration with the patient and the interdisciplinary care team, within your scope of expertise.
4. Facilitate warm handoffs to tribal, state, and community providers.
5. Collaborate with nursing and clinical staff to ensure medical and behavioral health needs are addressed prior to discharge.

6. Work collaboratively with the SWMS Court Evaluator to support patients with court-ordered admissions, Ricky's Law requirements, and legal timelines.
7. Ensure discharge plans align with court orders, less restrictive alternatives, and legal conditions when applicable.
8. Communicate discharge status and referrals to appropriate parties while maintaining confidentiality.
9. Coordinate access to cultural services, traditional healing, and tribal community support, when requested.
10. Educate participants on discharge plans, recovery resources, medications, follow-up appointments, and harm reduction strategies.
11. Assist participants in obtaining identification, benefits enrollment, transportation planning, and basic needs supports.
12. Provide individual and group counseling using evidence-based and culturally responsive practices (e.g., White Bison, MI, CBT-informed approaches, relapse prevention), within your scope of expertise.
13. Attend court hearings as needed, daily multidisciplinary Treatment Team (Monday – Friday) staff meetings, and case reviews as required.
14. Deliver crisis intervention, CPI de-escalation, and stabilization support within a secure withdrawal management setting.
15. Assist clients and families in understanding legal processes related to treatment and stabilization for individuals that are on an involuntary hold.
16. Collaborate with Nursing, Medical Providers, Peers, Court Evaluator, and Care Coordinators (via Behavioral health) to ensure continuity of care.
17. Maintain accurate, timely, and compliant clinical documentation in the electronic health record. This includes documenting all court-related communications and activities in the electronic health record or designated system.
18. Maintain confidentiality and compliance with HIPAA, 42 CFR Part 2, and tribal policies.
19. Complete accurate and timely discharge documentation in accordance with tribal, state, and federal requirements.
20. Maintain referral tracking, discharge outcomes, and required reports.
21. Responsible for following up with discharged patients to verify compliance of LRO and providing supportive services for 30 days.
22. Integrate Lummi Nation cultural values, traditions, and strength-based approaches into service delivery, in partnership with Tribal Healers and cultural staff.
23. Perform other related duties as assigned.

MINIMUM QUALIFICATIONS

- Minimum of two (2) years of experience providing SUD case management, care coordination, discharge planning or social services, required.
- One (1) year experience working with individuals experiencing acute withdrawal, co-occurring disorders, trauma, and/or legal involvement, required.
- Experience with electronic health records required.
- Substance Use Disorder Professional Certification with the WA State Department of Health under Chapter 18.19 RCW, *preferred*. Or Substance Use Disorder Professional Trainee Certification, *preferred*.
- Associate's degree in counseling, social work, psychology, or a related human services field (or higher), *preferred*.

- Experience with tribal/non-tribal court systems and procedures, *preferred*.
- Professional experience in Native communities 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 addiction medicine, mental health practices, and current evidence-based treatment approaches for substance use disorders.
- Knowledge of involuntary treatment laws, including Ricky's Law (Washington State).
- Knowledge of mental health codes, RCW and WAC.
- Strong oral and written communication skills for interacting effectively with patients, families, and multidisciplinary teams.
- Knowledge/Ability to provide Motivational Interviewing, Relapse Prevention and culturally adapted trauma therapies.
- Familiarity with Indian health Services (IHS), Tribal Health systems, and grant funded programs.
- Ability to establish and maintain supportive, professional relationships with clients, families, and colleagues.
- Competent in basic computer skills, including electronic health records, word processing, secure messaging, and internet research.
- Cultural humility and willingness to learn and honor Lummi Nation traditions and practices.
- Knowledge of HIPAA and CFR 42 Part 2 requirements, with a commitment to strict confidentiality.
- Ability to work professionally with other service providers, consultants, and community partners.
- Knowledge of ASAM Criteria and Washington State SUD treatment regulations.
- Strong organizational skills, ability to multitask, and detailed oriented.

WORK ENVIRONMENT & CONDITIONS:

- Secure detox setting with exposure to clients in acute distress.
- May involve occasional travel to remote areas within the Tribal community or to training events.
- Flexible scheduling may be required, including holidays, evenings or weekends.
- Culturally diverse environment that prioritizes respect, humility and collaboration.

REQUIREMENTS:

- Must pass a pre-employment random drug screen and alcohol test to be eligible and maintain employment, as required by the LIBC Drug and 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.
- Adherence to HIPPA policy and procedures per LIBC and federal regulations
- Must demonstrate and maintain strict confidentiality at all times.

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.