



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: Recovery Housing Social Worker Case Manager

OPEN: July 22, 2026

EXEMPT: No

SALARY: (13/14) \$46.10-\$59.64 /hr. DOE

SHIFT: Day

LOCATION: CS Building

DURATION: Regular Full Time

CLOSES: Until Filled; 1st Review 7/31/26

JOB CODE:

DIVISION: Policy

DEPARTMENT: LCS

SUPERVISOR: LCS Director

VACANCIES: 1

JOB SUMMARY: The Social Worker/ Case Manager plays a vital role in providing comprehensive support and services for clients in addiction recovery. The Transitional Recovery Home Case Manager is a crucial role in addiction recovery by providing structural personalized assistance to help clients achieve long-term sobriety. Will help with real world obstacles, such as securing stable housing, finding employment, or resolving legal issues, all which can derail progress if left unaddressed. Act as an advocate for each client by building an individualized care plan in coordination with their SUDP counselor and medical providers. Ensure clients have access to the tools necessary to help individuals overcome addiction and rebuild their lives. Will supervise LCS recovery coaches and peer counselors.

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

1. Provide case management services to participants in the Transitional Living Program. Assist them with wrap around services such as referrals, information, and linkages to other agencies.
2. Serve as the liaison person between Lummi Counseling Services and Lummi Nation Housing Authority (LNHA) to ensure that the memorandum of agreement is being followed by both parties.
3. Perform intake process duties, which include accepting applications and determining which Transitional Housing Program the client is qualified for based on income and financial assistance needed for rent.
4. Build individual care plans, collaborate with residents to ensure recovery goals are being accomplished,
5. Consistently track residents progress, adjust treatment plans when setback occurs, and document interactions.
6. Acquire signed Releases of Information documents from participants to collaborate with tribal and off reservation programs and services that participants are affiliated with.
7. Provide orientation on all policies of the Transitional Living Housing Program; explain rights rules and responsibilities of the program.
8. Help maintain order and security in the home, de-escalate and mediate conflicts following policies and procedures of the program. Work with clients to maintain cleanliness in home.

9. Be the contact person to work with LNHA and other entities for the purpose of finding emergency funding needed for sober living housing for clients seeking treatment.
10. Ensure that the participants remain busy to strengthen their recovery process. Participants will be required to be in a recovery program at LCS and should either be working, attending school, or performing some kind of volunteer service.
11. Provide transportation to clients seeking sober living housing off reservation and other appointments.
12. Monitor and provide progress reports weekly of case management services documentation according to agency standards.
13. Responsible to generate reports for LCS management, the courts, and probation.
14. Assist participants with legal issues relating to court, probation, and children services.
15. Ensure the appropriate procedures are maintained for the purpose of client confidentiality as required by HIPAA and WAC regulations.
16. Attend required staff meetings at LCS.
17. Collaborate with clients support systems.

MINIMUM QUALIFICATIONS:

- Master's Social degree in psychology, Education, Counseling, Social work or behavioral science from accredited college or university program
- Must have Washington state licensure such as LCSW, LICSW co-occurring *preferred*
- 3 years of experience in case management.
- Must have de-escalation trainings and to stay calm and effective in high stressed situations.
- Must possess and maintain 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 establish and maintain a professional and supportive relationship with program participants.
- Knowledgeable of addictions and current treatment and willingness to work with drug affected people.
- Ability to be sensitive and understanding of people with chemical dependency problems.
- Ability to oversee and supervise tenants in the Transitional Living Housing to ensure policies and rules are being followed.
- Possess knowledge of basic computer skills, Microsoft Outlook, Word, and Excel.
- Ability to maintain documentation of case records and provide reports as required.
- Ability to work effectively both individually and as part of a team.
- Ability to multi-task and problem solve under pressure. Provide positive customer services to difficult populations.
- Ability to follow client confidentiality regulations as required by HIPAA and be able to problem solve following ethical procedures.
- Ability to utilize effective communication, written, verbal and interpersonal skills, including conflict resolution.

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 have HIV/AIDS and Airborne Pathogens training or willing to register in the next available class.

- Must have CPR and First Aid certification within 30 days of hire.
- Must be willing to travel for training and professional development.

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.