



North Sound BH-ASO

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NORTH SOUND BEHAVIORAL HEALTH ADMINISTRATIVE SERVICES ORGANIZATION Position Description

TITLE: Tribal Liaison and Special Project Manager
REPORTS TO: Executive Director
ASSIGNED TEAM: TBD
FLSA STATUS: Exempt
CLASSIFICATION: Grade 38

North Sound Behavioral Health Administrative Services Organization values and seeks diversity, equity, and inclusion as integral to the behavioral health field. We support, embrace, and celebrate everyone's uniqueness, promote inclusion, and commit to remove systemic barriers that affect our workforce, our providers, and the people that receive behavioral health services.

JOB SUMMARY

This position serves as the primary Tribal Liaison for North Sound Behavioral Health Administrative Services Organization (BH-ASO), leading government-to-government relationship building, collaboration, and coordination with Tribes and Tribal partners, in partnership with North Sound BH-ASO's Executive Director. The position centers Tribal sovereignty, cultural humility, and equitable partnership in all aspects of behavioral health system planning and implementation.

The Tribal Liaison and Special Project Manager is responsible for developing, maintaining, and strengthening relationships with Tribes located within the North Sound region, including:

- Swinomish Indian Tribal Community (Skagit County)
- Upper Skagit Indian Tribe (Skagit County)
- Samish Indian Nation (Skagit County)
- Nooksack Indian Tribe (Whatcom County)
- Lummi Nation (Whatcom County)
- Swinomish Indian Tribal Community (Island County – reservation lands extend into Island County)
- Tulalip Tribes (Snohomish County)
- Stillaguamish Tribe of Indians (Snohomish County)
- Sauk-Suiattle Indian Tribe (Snohomish County)

Note: There are no federally recognized Tribes headquartered in San Juan County; however, the County includes usual and accustomed areas of multiple Tribal nations, and coordination may occur accordingly.

In addition, this position leads North Sound BH-ASO's statewide Technical Assistance (TA) efforts, in partnership with the Health Care Authority (HCA), to support Tribes pursuing or implementing Designated Crisis Responder (DCR) programs.

Secondarily, this position provides special project management support for priority initiatives, including crisis system development and other strategic efforts, ensuring alignment with Tribal priorities and statewide behavioral health goals.

ESSENTIAL JOB FUNCTIONS

1. Tribal Liaison Leadership (Primary Function)
 - a. Serves as the primary point of contact for all Tribal relations, fostering respectful, collaborative, and government-to-government partnerships.
 - b. Builds and maintains strong working relationships with Tribal leaders, Tribal behavioral health providers, and community partners.
 - c. Facilitates regular communication, consultation, and coordination between North Sound BH-ASO and Tribal governments.
 - d. Ensures Tribal perspectives, priorities, and cultural considerations are integrated into BH-ASO policies, programs, and initiatives.
 - e. Supports compliance with applicable Tribal consultation requirements and best practices.
 - f. Advises BH-ASO leadership and staff on culturally responsive practices and Tribal sovereignty.
 - g. Coordinates and participates in Tribal meetings, events, and collaborative forums.
 - h. Identifies opportunities to improve access, equity, and outcomes in behavioral health services for Tribal communities.
2. Statewide Technical Assistance Leadership – Tribal DCR Programs
 - a. Serves as the lead for North Sound BH-ASO's statewide Technical Assistance (TA) efforts supporting Tribal Designated Crisis Responder (DCR) program development.
 - b. Works in partnership with the Health Care Authority (HCA) to design, coordinate, and deliver TA to Tribes across Washington State.
 - c. Provides subject matter expertise on DCR program requirements, implementation pathways, and operational considerations.
 - d. Develops TA materials, tools, and resources tailored to Tribal needs and contexts.
 - e. Facilitates peer learning, information sharing, and collaboration among Tribes pursuing DCR programs.
 - f. Tracks progress, identifies barriers, and recommends system-level solutions to support successful Tribal DCR implementation.
 - g. Ensures TA delivery reflects cultural humility, flexibility, and respect for Tribal sovereignty and self-determination.
3. Special Project Management (Secondary Function)
 - a. Provides project management for assigned North Sound BH-ASO initiatives, including but not limited to crisis system projects or state programs.
 - b. Leads the planning, design, and implementation of projects, ensuring alignment with organizational goals and Tribal priorities.
 - c. Develops and manages project plans, timelines, budgets, and deliverables.
 - d. Coordinates cross-functional teams and collaborates with internal staff, including the Clinical Director and Business Improvement Manager.
 - e. Engages external stakeholders including HCA, managed care organizations, providers, counties, and Tribal partners.
 - f. Tracks project performance and ensures achievement of short- and long-term objectives.
 - g. Prepares and delivers updates, reports, and decision briefs to leadership.

- h. Identifies risks and works with leadership to develop mitigation strategies.
 - i. Maintains comprehensive project documentation and ensures quality control.
 - j. Adjusts project timelines and scope as needed based on funding, policy, or operational changes.
4. Representation and Collaboration
 - a. Represents North Sound BH-ASO in local, regional, Tribal, and statewide meetings.
 - b. Participates in workgroups, committees, and collaborative initiatives related to behavioral health and Tribal partnerships.
 5. Other Duties
 - a. Performs other duties as assigned.
 - b. Attends staff meetings, trainings, and professional development opportunities.

QUALIFICATIONS

Knowledge of:

- Tribal sovereignty, government-to-government relations, and principles of Tribal consultation.
- Cultural humility and best practices for working with Tribal communities.
- Behavioral health systems, including publicly funded crisis services in Washington State.
- Designated Crisis Responder (DCR) roles, responsibilities, and program requirements.
- Project management methodologies, tools, and techniques.
- Public funding mechanisms, including Medicaid.
- Budget development and oversight using public funds.
- Microsoft Office Suite.

Ability to:

- Build and sustain trusting relationships with Tribal governments and communities.
- Navigate complex, sensitive, and cross-cultural environments with professionalism and respect.
- Lead and coordinate statewide technical assistance efforts.
- Manage multiple complex projects and competing priorities.
- Communicate effectively, both orally and in writing, with diverse audiences.
- Exercise sound judgment and work independently with minimal supervision.
- Facilitate collaboration across systems and stakeholders.
- Demonstrate strong critical thinking and problem-solving skills.
- Work effectively under deadlines and evolving priorities.
- Work as a proactive, positive member of the North Sound BH-ASO team.

Education and Experience:

- Bachelor's Degree in public administration, behavioral health, business administration, Tribal studies, or related field AND five (5) or more years of relevant experience.
- Demonstrated experience working with Tribal governments, Tribal health systems, or Tribal communities.
- Experience in behavioral health, crisis systems, or public health required.
- Project management experience required.
- A combination of education, training, and/or experience which provides the required knowledge and abilities may be considered.

License and Certification:

- Valid Washington State driver’s license and proof of insurance at the time of hire.

WORKING CONDITIONS/PHYSICAL DEMANDS

Work is generally performed in an office environment. Duties involve some travel to other locations to attend meetings and conduct work. Travel outside the local area may be needed to attend seminars or conferences. Duties may include occasional evening meetings. Position requires sitting in meetings or at a desk or computer for extended periods. On occasion, duties will require carrying of supplies/materials up to 15 pounds from vehicle to building for meetings and presentations. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.

Employee signature below constitutes the employee’s understanding of the requirements, essential functions, and duties of the position.

Employee Signature _____

Date _____

Manager Signature _____

Date _____