



Lummi Indian Business Council

2665 Kwina Road · Bellingham, Washington 98226 · (360) 312-2000

*'Working together as one to Preserve, Promote and Protect our
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JOB ANNOUNCEMENT

JOB TITLE: Executive Assistant III
Behavioral Health (BH)
Health & Human Services (HHS)

OPEN: September 16, 2019

EXEMPT: Yes

SALARY: (8) \$21.82-24.44 per hour DOE

SHIFT: Flexible

LOCATION: Tribal Administration

DURATION: Regular Full-Time

CLOSES: September 23, 2019

JOB CODE:

DIVISION: Behavioral Health

DEPARTMENT: Behavioral Health

SUPERVISOR: Clinical Manager

VACANCIES: 1

JOB SUMMARY: The Behavioral Health Executive Assistant supports the Behavioral Health Director and the Behavioral Health staff by overseeing all administrative functions. This position is responsible for the allocation of program resources to enable task performance and coordination of staff activities to ensure maximum efficiency. In addition, the Executive Assistant has responsibility for ensuring that the administrative team provides the highest level customer service and technical assistance for the Behavioral Health Division in meeting the needs of the clients, program staff, LIBC partners, and the LIBC leadership. The Executive Assistant daily supports the Behavioral Health Director and management in all program areas. This position requires the ability to work independently, exercise judgment, and demonstrate initiative and leadership.

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

1. Provides administrative/technical support to all Behavioral Health staff working in the mental health and chemical dependency programs.
2. Ensures the security and confidentiality of financial data, as well as assists the Director in maintaining and updating budgets in a timely manner. Monitors the budgets regularly utilizing Accufund for both mental health and chemical dependency programs. Works closely with the Director, BH and LCS Management, and all BH grant program directors to ensure that the charginelines are maintained within their budgeted amounts.
3. Coordinates with the Director, BH and LCS Management, all BH grant program directors, LIBC Accounting and the Grants Office if funds need to be moved between charginelines to balance budgets.
4. Coordinates meetings and retreats for the Behavioral Health Division. This will include developing agendas, compiling information packets, initiating and managing work orders, payment of invoices, coordination with outside vendors, speakers, and suppliers. This also

includes reserving space, equipment needs, providing food and/or refreshments, facilitating travel arrangements, and informing appropriate staff of the program agendas.

5. Coordinates with the NWIC staff the issuance of CEU's for professional staff that are participating in educational trainings brought to LIBC by the Behavioral Health management.
6. Supervises and trains Administrative Assistants in all administrative tasks for the Behavioral Health program including: issuing work orders, purchasing supplies, scheduling meetings and room space, coordinating travel arrangements, managing timesheets bi-weekly, front desk reception and customer service skills, Tribal Assister duties, scheduling client appointments, making daily appointment reminder calls, and assisting clinicians with managing their schedules in Moonwalk.
7. Coordinates the Administrative Assistants' schedules for coverage at the front desk. The Executive Assistant also provides backup in case of their absence due to vacation leave, annual leave, sick leave, medical leave, trainings, or comp. time.
8. Assures administration documents and files are indexed and sent timely to Archives Department as required by Policy.
9. Administrative user for insurance for One Health-port website.
10. Prepares travel requests and documentation for staff including requests for: per diem, car rental, reservations for accommodations, conference or meeting fees, airline tickets, and miscellaneous expenses.
11. Has Delegation of Authority to sign for certain financial requests and timesheets if the Director is on leave or unavailable to sign.
12. Assists the Director, BH and LCS Management, and all BH grant program directors in acquiring documentation and signatures from professionals or service industries outside of LIBC to complete contract proposals. Maintains copies of the contracts and assists with processing invoices against these contracts for services rendered.
13. Processes new hire paperwork and assists new employees with accessing computer log-on, keys to the office and desk, phone connections, scheduling employee orientation, etc.
14. Writes letters and memos to (LIBC) internal and external parties, as needed, to assist the BH management and/or staff.
15. Other duties as assigned.

MINIMUM QUALIFICATIONS:

- High School diploma or GED
- Associates Degree is *preferred*.
- 2 years of office experience including knowledge of office equipment and office procedures: customer service skills, telephone etiquette, payroll, filing systems, scanning and faxing documents, purchasing procedures, and general organizational skills.
- Supervisory experience *preferred*.
- Must possess and maintain a valid Washington State Driver's license and meet eligibility requirements for tribal
- Lummi/Native American/Veteran preference policy applies.

KNOWLEDGE, ABILITIES, AND SKILLS:

- Must be experienced in all Microsoft software programs, such as Word, Excel, and Outlook and must be able to use Accufund and LIBC IT programs.
- Demonstrated experience with LIBC accounting and budget processes is preferable.
- Must be computer literate in word processing with ability to type 60 wpm.

- Must have a positive attitude with a commitment to the welfare and progress of the Lummi Behavioral Health Division.
- Must be able to record and transcribe meeting minutes and other meetings and submit in a timely manner.
- Must possess good verbal communication skills, as well as excellent written communication skills with appropriate grammar, spelling, punctuation, proofreading, and the ability to provide formatting for letter, contracts, and records.
- Must have the ability to plan and schedule a multitude of concurrent events.
- Must be able to monitor/maintain several budgets for Behavioral Health Director and Management per LIBC protocol.
- Must be able to follow best business practices by following all HR policies.
- Must be able to assist in recruitment, hiring, training, leading, and supervising front desk staff.
- Will have the ability to maintain strict confidentiality at all times.

REQUIRMENTS:

- 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 be flexible and able to work nights or weekends on occasion.

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.