



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: Administrative Assistant

OPEN: October 10, 2019

EXEMPT: No

SALARY: (7) \$18.97-\$21.25 p/h DOE

SHIFT: Day

LOCATION: Lummi Tribal Health Clinic

DURATION: Regular Full Time

CLOSES: October 17, 2019

JOB CODE:

DIVISION: Health & Human Services

DEPARTMENT: LTHC

SUPERVISOR: Healthcare Administrator

VACANCIES: 1

JOB SUMMARY: The purpose of this position is to provide administrative support for LTHC clinic staff.

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

1. Maintains administrative office and provides clerical support for all employees of the LTHC.
2. Assists department managers with purchasing requests, non-clinical supply requests, travel documentation and reimbursements, payroll and timecard tracking.
3. Maintains an organized file system to support program managers.
4. Assists managers in identifying and understanding LIBC procurement, HR, and other administrative policies.
5. In the absence of department supervisors and managers, supervises leave requests and timecard submissions.
6. Assists program managers with printing, photocopying, and other administrative tasks when requested.
7. Responsible for sorting incoming mail and getting outbound correspondence delivered daily.
8. Serves as a point of contact between LTHC managers and LIBC administrative departments.
9. Provides excellent customer service to patients and outside vendors/contractors.
10. Other duties as assigned

MINIMUM QUALIFICATIONS:

- Associates Degrees in business management, human services, or related field required. May substitute experience below in lieu of education.
- 5 years of paid experience working in an office or other professional setting.
- Lummi/Native American/Veteran preference policy applies.

KNOWLEDGE, ABILITIES AND SKILLS:

- Experience working with Word/Windows/Excel
- Knowledge of Medical Terminology and Medical Records systems preferred.
- Ability to make sound judgment in emergency situations when confronted with distraught or emotional clients.

- Work is in a clinic where the employee may sit, walk, bend and carry light objects.
- Must be attentive to detail; constantly following policies and procedures.
- Communicate effectively both orally and in writing.
- Must have ability to work independently with little or no supervision.
- Must maintain strict confidentiality at all times.
- Complete HIPPA training upon hiring

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 an extensive Criminal Background Check and FAMLINK 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.