



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: Project Manager
General Manager's Office

OPEN: October 30, 2018

EXEMPT: Yes

SALARY: \$29.00 per hour

SHIFT: Day

LOCATION: Tribal Administration

DURATION: Regular Full Time

CLOSES: November 12, 2018

JOB CODE:

DIVISION: Policy

DEPARTMENT: GM's Office

SUPERVISOR: Health Policy Director

VACANCIES: 1

JOB SUMMARY: Under the direction of the Health Policy & Compliance Director and in collaboration with the General Manager's office, the Project Manager implements projects incorporated in the Tribal Management Grant. Pursuant to Resolution 2018-094, this position works to identify a community-based strategic plan for the successful integration of health services with evaluation of i) tribal health policy development systems, ii) administrative and managerial process to establish and iii) approve standards of care. This position supports Health Services leadership through identifying improvement opportunities in internal organizational, financial, and management structures within Lummi Nation Health Services, and acting as the liaison with outside Consultant(s). This role is highly collaborative and requires managing work across internal and external teams, building consensus across systems of care.

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

1. This is a hands-on, front-line position. It is the responsibility of this person to directly carry out numerous, simultaneous assignments in a wide-range of fields and in most cases with limited staff and resources.
2. Be an effective team player who can foresee and communicate risks, develop plans, and mitigate issues.
3. Develop a work plan based on the Tribal Management Grant and Resolution 2018-094
4. Manage external communication with outside Consultant(s) and communicate information back to Lummi Health Services leadership in a timely manner.
5. Utilize project management tools as needed
6. Facilitate consensus among health leaders regarding on-going and emerging issues, and report to the Director on current issues and progress.
7. Attend all meetings and events as required to ensure successful implementation of assigned projects. Meetings may include, but are not limited to the Health and Family Services Commission; Lummi Indian Business Council, Health Services department meetings, impromptu meetings, etc.

MINIMUM QUALIFICATIONS:

- Must possess a Bachelor's degree in Business Administration, health management or a compatible field from an accredited university.
- 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 process improvement and quality improvement.
- Basic understanding of Project Management Body Of Knowledge concepts
- Experience in managing a multi-stakeholder project; including evidence of successfully bringing the project to close.
- Excellent verbal and written communications, analytical, organizational and interpersonal (teamwork oriented) skills required.
- Fluency in common software, including a demonstrated understanding of Excel.
- Strong collaborative cross-team experience and the ability to work with people of diverse backgrounds.
- Ability to work on simultaneous projects and make decisions in a fast-paced environment.

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.
- Position requires extensive Criminal Background Check.
- Must be able to travel alone, make presentations to large groups, and demonstrate the ability to build consensus around health policy and service delivery
- Commitment to work nights, weekends, and/or holidays (if necessary) in order to complete assigned projects.

TO APPLY:

To obtain a Lummi Indian Business Council (LIBC) application go to: <http://lnnr.lummi-nsn.gov/LummiWebsite/Website.php?PageID=376> 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.