



# 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:** Health Compliance Coordinator  
Health Policy and Compliance (HPC)  
Health & Human Services (HHS)

**OPEN:** November 6, 2018

**EXEMPT:** Yes

**SALARY GRADE:** (9) 25.09-28.10

**SHIFT:** Day

**LOCATION:** Tribal Administration

**DURATION:** Regular Full Time

**CLOSES:** November 20, 2018

**JOB CODE:**

**DIVISION:** HHS

**DEPARTMENT:** HPC

**SUPERVISOR:** Health Policy & Compliance Director

**VACANCIES:** 1

**JOB SUMMARY:** This position works closely with and is mentored by the Director in monitoring, analyzing, and communicating changes in health care compliance, and in pursuing knowledge and resources that support regulatory compliance for all Lummi Health Services Programs. The Compliance Coordinator will also assist in preparing written and oral communications to internal departments within Lummi Indian Business Council (LIBC). This position actively assists with internal compliance, audits, and accreditation activities.

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

1. Monitor changes in health care compliance relevant to AI/AN communities as assigned by the Director. This may include independent research, webinars, professional networks, attendance at consultations and meetings with external stakeholders, and general data gathering.
2. Prepare written policy and procedures for internal departments
3. Maintain Health Compliance documentation
4. Analyze regulatory changes against program needs and collaborate with the Director in providing support to LIBC Health Services programs
5. Support other Health Service Directors and direct service providers in understanding the impact that policy changes can have in service delivery.
6. Provide administrative and policy support to the Compliance Committee
7. Assist with quality assurance and quality improvement activities for all Health Programs, as assigned
8. Support internal compliance program documentation and departmental compliance activities including, but not limited to, scheduled audits, accreditation activities, HIPAA investigations, and quality assurance programs.
9. Assist with Health Services grant related research and development as assigned
10. Attend LIBC, Health and Family Services Commission, management and program meetings as assigned.
11. Obtain HIPAA Compliance credentials from the Health Care Compliance Association (or other nationally recognized Association) within six months of accepting this position.
12. Attend external local, regional, state, and/or national meetings as assigned.

**MINIMUM QUALIFICATIONS:**

- BA In Healthcare, Public Health, Public Administration, Political Science, Business, or Accounting
- At least two years of experience in health and social services (education may substitute for experience)
- At least one year of experience in Corporate or Organizational Compliance, Risk Management, or Human Resources (Education may substitute for experience)
- 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:**

- Experience working in Tribal Communities *preferred*
- Ability to clearly communicate both in writing and orally
- Independent self-starter with the ability to work without direct supervision
- Ability to maintain excellent professional relationships with internal and external stakeholders
- Strong organizational skills
- Advanced skills in Microsoft Outlook, Word, Excel, and PowerPoint.
- Comfortable speaking and presenting in group settings and large meetings.

**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.

**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](mailto: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.