



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
Lummi Tribal Health Clinic (LTHC)

OPEN: March 31, 2021

EXEMPT: No

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

SHIFT: Day

LOCATION: LTHC

DURATION: Regular Full-Time

CLOSES: April 8, 2021

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. Provides administrative support for all employees of the LTHC
2. Provide clerical support to Executive Committee to coordinator meetings, gather and distribute meeting information, record minutes, and maintain record per AAAHC requirements
3. Assists department managers with purchasing non-clinical and clinical supply request for staff and patients
4. Prepare travel arrangements, documentation, and travel reimbursements
5. Prepare pay, timecard tracking and distribution
6. Maintain filing system for personnel, licenses, training, and certifications
7. Responsible for facilitating new hire paperwork, separations, job postings and assist to coordinate interviews. Coordinate new hire orientation for required trainings and employee health vaccinations and understanding LIBC managers and supervisors
8. Assists managers in identifying and understanding LIBC Procurements, HR, and other administrative policies.
9. Provide monthly Accufund reports to LTHC managers and supervisors
10. Assists program managers with printing, photocopying and other administrative task when requested
11. Responsible for sorting and distributing incoming mail and delivering out going mail correspondence daily.
12. Serves as a point of contact between LTHC managers and LIBC administrative departments
13. Provides excellent customer services to patience, staff, and visitors
14. Responsible for check out of Clinic vehicle. Coordinate regular vehicle maintenance as needed.
15. Provide clerical support to Lummi Tribal Health & Family Services Commission to; Coordinate meetings, gather and distribute meeting information, record minutes, and maintain record per AAAHC requirements, as needed
16. Other duties as assigned.

MINIMUM QUALIFICATIONS:

- Associates Degrees in business management, human services, or related field required.
- 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.
- 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 CAMIS 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) 312-2205. 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.