



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: Public Health Assistant & Research Coordinator
Lummi Tribal Health Center (LTHC)

Re-Advertise

OPEN: November 22, 2021

EXEMPT: No

SALARY: (9) \$25.09-\$28.10p/h DOE

SHIFT: Day

LOCATION: LTHC

DURATION: Regular Full-Time

CLOSES: Until Filled

JOB CODE:

DIVISION: HHS

DEPARTMENT: LTHC Public Health

SUPERVISOR: Public Health Director

VACANCIES: 1

JOB SUMMARY: Under direct supervision of the Public Health Director, the Accreditation Coordinator will help obtain public health accreditation by supporting public health related activities throughout the department. This position will assist the Public Health Director in meeting all duties and responsibilities in working towards public health accreditation including ongoing training from the Public Health Accreditation Board, data collection and community outreach activities.

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

Include the following but not limited to:

1. Support and lead focus groups to acquire public health data population wide at different Lummi venues.
2. In collaboration with the Statistic department, develop surveys and questionnaires to assess community needs.
3. Assist the Public Health Director on administrative tasks such as:
 - a. Schedule and coordinate meeting with other members of the department and interdepartmental meetings.
 - b. Help compile, store, and organize public health data.
 - c. Help IT maintain and organize files for public health documentation and accreditation.
 - d. Create and maintain excel spreadsheets with public health data.
 - e. Collect and store data from other departments at Lummi.
 - f. Keep records and minutes for meetings.
 - g. Follow up on deadlines, documentations of specific public health tasks, including all accreditation documentation.
 - h. Work with the public health director in generating public health documents to match public health accreditation domains.
 - i. Participate on in person and online training from the Public Health accreditation Board.
4. Maintain current ethics and patient confidentiality training.

5. Assist in grant writing.
6. Other duties as assigned.

Research and COVID-19 Related Activates

1. Assist public health team with contact tracing, quarantine, and testing
2. Assist coordinating research projects with academic centers (i.e., NIH, UW, Northwest Indian College).

MINIMUM QUALIFICATIONS:

- BA degree in health, social, biological sciences, or related field
- Preferable to have experience on writing grants and or proposals (on any field, but preference will be given for health related)
- 5 years' experience working in healthcare setting
- Strong knowledge of the Lummi community/organization.
- 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:

- Excellent use of Microsoft word, excel (including formulas, pivot tables, etc) and outlook
- Knowledge of database, data storage and search functions
- Understand how to create tables, graphs and perform basic statistics testing (median, mean, standard deviation, T tests, ANOVA, sample size calculation).
- Must be able to communicate effectively among interdepartmental relationships and outside organizations
- Experience working with Tribal specific public health issues including understanding of trauma informed care and adverse childhood experiences.
- Must maintain strict confidentiality at all times.
- Excellent writing skills preferred in grant writing.
- Be willing to learn and continue to educate on public health issues facing tribal communities, including national conferences, local training, online training, site visits to other Tribes and other supporting organizations.

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 successful and extensive criminal background check, CAMIS background check.
- Must be fully vaccinated for COVID-19 including two (2) doses of a 2-dose series, or one (1) dose of a 1-dose series, plus 14 days beyond the final dose prior to the start date.

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.