



# 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)

**\*\*Re-Advertise\*\***

**OPEN:** December 2, 2021

**EXEMPT:** No

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

**SHIFT:** Day

**LOCATION:** LTHC

**DURATION:** Regular Full-Time

**CLOSES:** Until Filled

**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 Lummi Tribal Health Clinic (LTHC) providers, managers, and 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; coordinate 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 requests for staff and patients
4. Prepare travel arrangements, documentation, and travel reimbursements
5. Prepare payroll, timecard tracking and distribution
6. Maintains 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
8. Assists managers in identifying and understanding LIBC procurement, 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 tasks when requested.
11. Responsible for sorting and distributing incoming mail and delivering outgoing mail correspondence daily.
12. Serves as a point of contact between LTHC managers and LIBC administrative departments.
13. Provides excellent customer service to patients, staff, and visitors.
14. Responsible for check-out of Clinic vehicle. Coordinate regular vehicle maintenance as needed.
15. Provide clerical support to Lummi Health & Family Service 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, *preferred*
- 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.
- 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](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.