



# 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:** Community Health Aid Program Coordinator

**OPEN:** September 14, 2022

**EXEMPT:** No

**SALARY:** \$36.50 Per Grant

**SHIFT:** Day

**LOCATION:** LIBC

**DURATION:** Regular Full-Time

Grant Ends: 9/30/2023

**CLOSES:** September 23, 2022

**JOB CODE:**

**DIVISION:** Administration

**DEPARTMENT:** General Managers Office

**SUPERVISOR:** CHAP Manager

**VACANCIES:** 1

**JOB SUMMARY:** This is a 2-year grant funded position for a highly technical training management employee who coordinates with Northwest Indian College, Lummi Health Clinic, Northwest Portland Area Health Board, AL TSA, and external health care professionals/agencies for education. The CHAP Coordinator is responsible to follow through on the implementation of training programs within the Northwest Indian College. This position performs general administrative support and communication services in areas of Community Health Aid training. Facilitate purchase orders, invoices, travel/training arrangements. Assist General Manager in administration of the grant cycle from application closing, coordinating efforts across teams to support grant compliance across all levels. Ensure grants/contracts are well administered and all stakeholders are informed of relevant funding compliance regulations to support on track, on time budget implantation.

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

### **Planning of trainings**

1. Keep Endeavor adhered to CHAP grant timeline
2. Mapping out training strategies and assist the office with the building of planning plans and schedules for all types of training requests and ensuring adequate budgets and funding.
3. Coordinating with curriculum developers to meet their needs
4. Support in designing and developing training agendas and materials and ensure consistency of the training planning with the organization's objectives.
5. Coordinate the planning along with the upcoming Lummi Programs.

### **Management of trainings**

6. Identify milestones, barriers, and contribute to the curricula planning in coordination with NWIC
7. Develop and maintain good relations with training donors, develop and maintain

- collaboration and regular contact with training partners
8. Develop and maintain a database of facilitators and trainers.
  9. Develop selection criteria for participation to trainings, identify and select the participants of training sessions
  10. Prepare training cost estimates and manage training budgets
  11. Track logistics for the training sessions and support curriculum development team.
  12. Keep records for training sessions through organization of necessary materials, facilities, and equipment.

### **Assessment, Monitoring & Evaluation of trainings**

13. Develop and conduct needs assessments that determines what types of training should be provided for each target group
14. Collect and maintain ongoing training information, conducting needs assessment surveys.
15. Maintain training module records.

### **MINIMUM QUALIFICATIONS:**

- Bachelor's degree; **OR**
- Associates of Science Degree in Health Care Management; and
- Two (2) years of work experience in tribal government/entity; **OR**
- Two (2) years of work experience in health care administrative services
- 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:**

- Familiarity with Lummi social service delivery in general, and preferably experience in Long-term Support Services (LTSS)
- Business acumen and insight into clinical processes
- Analytical skills to identify problems and offer solutions & political and people skills to effectively manage change.
- Working knowledge of Microsoft Windows (Word, Excel, Access, Power Point, and Desktop Publisher) and familiarity with AccuFund preferred.
- Knowledge and work experience in Grant/Contract management and program compliance and quality improvement.
- Demonstrated ability to always maintain the strictest confidentiality.
- Exceptional communication skills both verbally and written, ability to speak effectively before groups of trainee's or employees of an organization.
- Exceptional organizational skills, planning, manage, and coordinate services with the ability to multitask and support a "team oriented" approach to administrative duties, tasks, and projects.
- Ability to initiate responsibility, work independently, and need minimal supervision.
- Minimum of two years' experience providing coordination of training
- Mathematical Skills, Ability to apply concepts of basic algebra and geometry.

### **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 Criminal 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.
- Position is grant funded that will end on **September 29, 2023**. If additional funding is received this position will need to be reviewed for grading purposes

**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.