



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:** Project Evaluator

OPEN: November 28, 2022

EXEMPT: No

SALARY: (12) \$40.14-\$45.20/hr. DOE

SHIFT: Day

LOCATION: LHSC & New Life Center

DURATION: Regular Full-Time

GRANT ENDS: 8/30/2023

CLOSES: December 12, 2022

JOB CODE:

DIVISION: GM's Office

DEPARTMENT: LCS

SUPERVISOR: CCBHC-E Project Director

VACANCIES: 1

JOB SUMMARY: Project Evaluator ensures all information used in the Certified Community Behavioral Health Clinic-Expansion grant (CCBHC-E) is accurate and evaluates the program's success as well as pointing out its weaknesses. Will make recommendations for improving the Lummi Healing Spirit Clinics' success with implementing the CCBHC-E services. The Project Evaluator is to review the LCS Project Director and team's scheduled data collection management plan and operational assessment for quality improvement purposes. Analyze and interpret quantitative and qualitative data; write reports and assist in delivery of training and technical assistance. Compile results and present trends and best practices. Project Evaluator has a positive, much-needed influence by showing the impact of a grant program on the people it is intended to affect, the benefits of certain techniques or methods, and areas for improvement. Project Evaluator will provide ongoing feedback to program staff so they can improve and stay on track.

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

1. Provide guidance on community development projects.
2. Review program budgets, goals, objectives, and work plans.
3. Work closely with the LCS Data Analyst.
4. Study, monitor, and gauge grantee performance.
5. Draft memos, briefing papers, reports, and correspondence as required.
6. Familiarity & experience in grant writing, evaluating, and community development projects.
7. Background in conducting interviews.
8. Capturing primary and secondary data and analyzing findings.
9. Be familiar with current data-gathering techniques and technology.
10. Organize and prioritize time-sensitive assignments.
11. Capability to manage multiple projects in a fluid environment.
12. Ability to bring projects to a completion within deadline.
13. Determining the extent to which the project goals were met.
14. Developing criteria for program improvement.
15. Self-direction and the aptitude to take a project from start to finish.

16. Presenting the final project to the LCS, CCBHC-E grantees, officers, and stakeholders with a follow-up plan to improve where needed.
17. Working knowledge of survey methods, research fundamentals, and fundamental statistical analysis.
18. Participate in staff and program meetings, including consultation, supervision, and professional training sessions as required.

MINIMUM QUALIFICATIONS:

- Master's degree in Business Administration, Public Administration, Public Health, Public Policy, Healthcare Administration, or related field; and
 - One (1) year of experience overseeing program evaluation processes; and
 - One (1) year of experience in statistical and data analysis; and
 - One (1) year of experience in sampling and surveying activities; and
 - One (1) year of experience in conducting quantitative and qualitative research; **OR**
- Bachelor's degree in Business Administration, Public Administration, Public Health, Public Policy, Healthcare Administration, or related field; and
 - Three (3) years of experience overseeing program evaluation processes; and
 - Three (3) years of experience in statistical and data analysis; and
 - Three (3) years of experience in sampling and surveying activities; and
 - Three (3) years of experience in conducting quantitative and qualitative research.
- 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:

- Must be willing to travel for training and professional development.
- Proficiency with (Word, Excel, PowerPoint, data gathering tools, etc.).
- Program evaluation requires excellent communication skills, with the ability to give written and oral reports.
- Understands HIPAA and confidentiality requirements for health care.
- Demonstrates computer skills including word processing software, communicating through electronic messaging, obtaining information from the Internet.
- Ability to work in a cross-cultural environment.
- Knowledge of the social and cultural context of American Indian/Alaska Native culture.
- Treatment-integrated understanding of historical trauma and Native cultural values.
- Professional work experience in Native communities or other distressed communities desirable.
- Maintain strict confidentiality in all work-related areas, process all client information and activities in a confidential manner consistent with the Lummi Nation's Policies.

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
- Current and valid CPR/First Aide with certification required annually
- Completed Blood Borne Pathogens (HIV/AIDS training)
- 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 **August 30, 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. 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.