



# 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:** Population and Public Health Department Manager

**OPEN:** September 12, 2023

**EXEMPT:** Yes

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

**SHIFT:** Day

**LOCATION:** LTHC

**DURATION:** Regular Full Time

**CLOSES:** October 24, 2023

**JOB CODE:**

**DIVISION:** Health & Human Services

**DEPARTMENT:** Population and Public Health

**SUPERVISOR:** Director, Public and Population Health

**VACANCIES:** 1

**JOB SUMMARY:** The Manager of the LTHC Population and Public Health Department (PPHD) is a critical leadership position. The person in this position serves as the main administrative lead for the PPHD by overseeing the department's operations, communications, health education efforts, and grant writing and reporting. In addition, the person in this role may provide department updates to Lummi Indian Business Council and represent the department at regional and national conferences. This position supervises the department's administrative assistants/community health workers and other administrative staff and is supervised by the Director of Population and Public Health. This role works closely all members of the population and public health team and the administrative staff of Lummi Tribal Health Center. As an exempt employee, the person in this position may at times work outside of regular hours however every effort will be made to respect an average 40-hour work week.

In addition to receiving competitive salaries, clinical employees of Lummi Tribal Health Center may be eligible for student loan repayment through federal programs.

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

1. Leading DPPH's administrative staff and overseeing departmental operations, including management of ordering supplies, maintaining inventory and adhering to all organizational fiscal and budgetary requirements
2. Crafting and distributing health education materials, outreach, and community workshops, public health communications, public health advisories and public information
3. Developing partnerships with relevant local organizations and governmental agencies working on topics related to Lummi Nations population and public health priorities
4. Maintaining confidential and organized data files and records related to departmental activities and programs
5. Coordinating grant applications, including assisting with grant writing, budgets, and reporting
6. Coordinating research programs, including assisting with IRB applications, MOUs, and other related administrative tasks
7. Assisting in development and implementation of annual work plan and budget for the PPHD
8. In collaboration with the LTHC Compliance Officer, ensuring that all PPHD programs follow tribal, state, and federal regulations

9. Organizing departmental meetings, calendar, and travel, as needed

**MANAGING DUTIES:**

1. Supervising PPHD staff members, including hiring, firing, performing evaluations, training, establishing work standards, and managing staff work schedules.
2. Collaborating with the LTHC IT department, maintenance department, and other departments as needed to ensure PPHD operations run smoothly and safely.
3. Developing and overseeing the PPHD annual budget, in collaboration with the LTHC Budget and Contracts Manager and PPHD Director.
4. Providing updates on PPHD activities to Lummi Indian Business Council.

**MINIMUM QUALIFICATIONS:**

- MPH/MPP or MS in a health-related field **OR**
- Bachelor's degree in any field
- 2 years of administrative experience working in a community health, population health or public health department or organization (required)
- At least 2 years of experience as a supervisor or manager (required)
- 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:**

- Attentiveness to detail, commitment to following written and oral instructions, and adhering to policies and procedures and legal guidelines.
- Background in health education strongly preferred
- Experience with research, managing budgets and grant writing strongly preferred
- Ability to build rapport with people from diverse backgrounds in a nonjudgmental and professional manner.
- Approaches duties with an eye toward continuous improvement and growth
- Skilled at working independently and cooperatively as a team member with staff, community and other agencies.
- Assumes responsibility for continuing education through workshop attendance, journal review, use of consultants and participation in professional associations to insure adherence to current, safe, and legal practices.
- Must maintain strict confidentiality at all times.

**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](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.