



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 II

OPEN: October 2, 2023

EXEMPT: No

SALARY: (8) \$23.05-\$25.96/hr. DOE

SHIFT: Day

LOCATION: LTHC

DURATION: Regular Full-Time

CLOSES: October 10, 2023

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. This position will coordinate all meeting logistics for the Health and Family Services Commission, All Staff, Executive Committee, Director/Supervisor and Safety and Infection Control.

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

Clinic Admin Support

1. Provides administrative support for all employees of the LTHC including, ordering, pick up, and delivery of lunch
2. Assists department managers with purchasing non-clinical and clinical supply requests for staff and patients as needed
3. Prepare and process travel arrangements, documentation, and travel reimbursements
4. Assists managers in identifying and understanding LIBC and LTHC administrative policies.
5. Assists program managers with printing, photocopying, mailing and other administrative tasks when requested.
6. Responsible for sorting and distributing incoming mail and delivering outgoing mail correspondence
7. Serves as a point of contact between LTHC and LIBC administrative departments.
8. Provides excellent customer service to patients, staff, and visitors.
9. Responsible for check-out of Clinic admin vehicle. Coordinate regular vehicle maintenance as needed.
10. Responsible for scheduling of conference rooms for events and meetings at the health clinic for staff

Meeting Coordination

11. Provide clerical support to Lummi Health & Family Service Commission once per month to; gather and distribute meeting information, record meeting minutes, and maintain record per AAAHC requirements, as needed

12. Provide clerical support to Executive Committee to; coordinate meetings, to gather and distribute meeting information, record meeting minutes, and maintain record per AAAHC requirements
13. Provide clerical support to Safety and Infection Control Committee to; coordinate meetings, gather and distribute meeting information, record meeting minutes, and maintain record per AAAHC requirements
14. Coordinate LTHC Director/Supervisor meetings to gather and distribute meeting information, record meeting minutes, and maintain record
15. Coordinate LTHC All Staff meetings to gather and distribute meeting information, record meeting minutes, and maintain record
16. Other duties as assigned

MINIMUM QUALIFICATIONS:

- High School Diploma or GED; and
 - Two (2) years of experience in a similar administrative support role; **OR**
- Associate degree in Public and Tribal Administration, or related field.
- 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 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.