



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: March 18, 2025

EXEMPT: Yes

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

SHIFT: Day

LOCATION: LNHC

DURATION: Regular Full Time

CLOSES: April 01, 2025

JOB CODE:

DIVISION: Health & Human Services

DEPARTMENT: PPHD

SUPERVISOR: Director of LPPHD

VACANCIES: 1

JOB SUMMARY: The Manager of the LNHC Population and Public Health Department (PPHD) serves as the main administrative lead for the PPHD by overseeing the department's operations, communications, budgeting and grant writing and reporting. This position provides oversight to PPHD consultants and contractors 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 Nation 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 Nation 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. Overseeing departmental operations, including management of ordering supplies, maintaining inventory and adhering to all organizational fiscal and budgetary requirements
2. Developing partnerships with relevant local organizations and governmental agencies working on topics related to Lummi Nations population and public health priorities
3. Maintaining confidential and organized data files and records related to departmental activities and programs
4. Coordinating grant applications, including assisting with grant writing, budgets, and reporting
5. Coordinating research programs, including assisting with IRB applications, MOUs, and other related administrative tasks
6. Assisting in development and implementation of annual work plan and budget for the PPHD
7. In collaboration with the LNHC Compliance Officer, ensuring that all PPHD programs follow tribal, state, and federal regulations
8. Organizing departmental meetings, calendar, and travel, as needed
9. Collaborating with the LNHC IT department, maintenance department, and other departments as needed to ensure PPHD operations run smoothly and safely

10. Assisting PPHD Director in the development and oversight of the PPHD annual budget, in collaboration with the LNHC Budget and Contracts Manager and PPHD Director

MINIMUM QUALIFICATIONS:

- Associate's degree in any field, and
 - Five (5) years of administrative experience working in a community health, population health, or public health department or organization; **OR**
- Bachelor's degree in any field; and
 - Two (2) years of administrative experience working in a community health, population health, or public health department or organization;
- 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.

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.