



# 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:** Healthcare Risk Manager

**OPEN:** October 3, 2025

**EXEMPT:** Yes,

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

**SHIFT:** Day

**LOCATION:** Admin Building

**DURATION:** Regular Full-Time

**CLOSES:** October 10, 2025

**JOB CODE:**

**DIVISION:** Administration

**DEPARTMENT:** Healthcare Compliance

**SUPERVISOR:** Director of Healthcare Compliance

**VACANCIES:** 1

**JOB SUMMARY:** The Healthcare Risk Manager is responsible for Health and Human Services (HHS) risk management programs, policies, and procedures for the organization. Works in collaboration with several other employees within the Lummi Nation Health Center organization and with the Health Chief Executive Officer (CEO), General Manager (GM), and the Lummi Health and Family Services Commission, the Risk Manager shall be responsible for ensuring compliance with all rules governing the Lummi Health Service programs that include Lummi Tribal Health Center, Behavioral Health, Counseling Service, Family Services and Healthcare Business Office. Compliance shall include all GASB, FASB, IRS, OMB Circulars, Granting Agency requirements, and internal LIBC Policies & Procedures. This position may perform duties requiring subject matter expertise in one or more of the following finance functions; address risk related reports and complaints, conduct regular HHS audits to ensure compliance adherence to regulatory bodies and internal policies, collaborate with HHS departments and compliance to identify risk needs. This position reports directly to the Director of Healthcare Compliance.

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

1. Identify, examine and respond to risk-related issues and complaints involving LTHC health facilities, employees and medical staff.
2. Assisting in quality- and risk-related investigations to promote safe patient care, staff safety and identify potential liabilities with the HHS departments.
3. Collaborate and consult on complaints/concerns with the Director of Healthcare Compliance identified by patients or employees that have risk management implications.
4. Steer Risk Management and Safety Committee including presenting and tracking complaints, incidents, and HIPAA reports.
5. Monitor organizational event reporting with primary focus on incidents involving harm or potential liability and work with Quality/Patient Safety on trending to identify opportunities for improvement.
6. Manage and analyze risk management information (data); proposing, recommending, and implementing solutions and resolutions to risk-related issues and events.
7. Follow up on the implementation and impact of proposed solutions and resolutions.

8. Participation on the compliance committee, standing work groups, and other committees for the purpose of evaluating and improving organizational risk including patient care.
9. The Risk Manager provides or assists in risk management training and educational programs for new hires and annually for all other employees.
10. Identifies experts and topics that promote management of risk and meets the Medical Staff requirement for risk education.
11. Complies with risk management standards for purposes of accreditation and regulatory compliance with the objective of promoting and enhancing patient and employee safety, quality care, and minimizing losses to protect the assets of the organization.
12. Records for investigations needs to be detailed and documented.

Training the Risk Manager will be responsible for:

13. Cardiac emergency equipment
14. Needle stick
15. Bloodborne pathogen
16. New equipment
17. Monitoring duties/Log and documentation of
18. Hazardous waste management
19. Labeling of products, expiration dates etc.
20. Continuous temperature monitoring (training for “out of range” temperatures are required per AAAHC)
21. All medical devices in the facility
22. Pre-cleaning, handling, repurposing, inspection and repair
23. Per AAAHC fire safety and drills (documented events)
24. Occupational health training (OSHA)
25. Exposure control plan
26. Immunization plan
27. Biohazard plan

#### **MINIMUM QUALIFICATIONS:**

- Bachelor’s degree in Healthcare Administration, Nursing, Healthcare Management, or related field; and
  - Two (2) years of experience in healthcare compliance (i.e., consulting, risk management, or operational roles); and
  - Two (2) years of clinical experience (i.e., quality management or patient safety); **OR**
- Master’s degree in Healthcare Administration, Healthcare Management, or related field; and
  - Healthcare compliance experience (i.e., consulting, risk management, or operational roles); and
  - Clinical experience (i.e., quality management or patient safety); **OR**
- Professional Licenses/Certificates/Registration: Certification in Risk Management, Quality and/or Patient Safety, Healthcare Compliance. Registered Nurse (RN) or another clinical license or claims adjuster license.
- Must possess a valid Washington State Driver’s license and meet eligibility requirements for tribal insurance to drive for work purposes.
- Lummi/Native American/Veteran preference policy applies.

#### **KNOWLEDGE, ABILITIES AND SKILLS:**

- Knowledge of risk management theory and concepts, quality management and patient safety principles, methods and techniques.
- Knowledge of organization performance improvement techniques and tools.

- Able to aggregate and analyze data in a way that is meaningful to business operations and the mitigation of risk in a timely manner.
- Highly organized with ability to multi-task. Ability to follow through on projects and tasks, and track processes involving multiple people simultaneously.
- Communicates effectively under pressure and is understood by all levels of the organization by writing clearly, accurately and succinctly, and speaking clearly and effectively.
- Ability to actively listen and glean facts about events, issues and/or exposures.
- Is knowledgeable in and consistently demonstrates the principles of continuous process improvement.
- Ability to alter plans/routines when situation requires and continue to perform duties with professionalism.
- Master level computer skills and knowledge of HR computer software and systems.
- Excellent verbal and written communication skills.
- Possess strong planning and organization skills.
- Able to work independently and in a team environment.
- Ability to counsel and instruct adults successfully.
- Experience working as a facilitator, mentor and/or instructor.
- Ability to design, develop, and implement job descriptions, interview questions, etc.

#### **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 extensive Criminal Background Check.
- Must always maintain strict confidentiality.

#### **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.