



# 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:** Director of Healthcare Compliance

**OPEN:** January 7, 2026

**EXEMPT:** Yes

**SALARY:** (13) \$46.10 - \$51.92/hr. DOE

**SHIFT:** Day

**LOCATION:** Tribal Administration

**DURATION:** Regular Full-Time

**CLOSES:** January 28, 2026

**JOB CODE:**

**DIVISION:** Administration

**DEPARTMENT:** Healthcare Compliance

**SUPERVISOR:** General Manager

**VACANCIES:** 1

**JOB SUMMARY:** The Director of Healthcare Compliance is responsible for the oversight in evaluating, developing, and implementing policies, procedures, and practices to ensure they comply with federal, state, and tribal healthcare program requirements. The Healthcare Compliance Director will play a key role in safeguarding patient privacy, promoting safe healthcare practices, and mitigating risk through proactive compliance initiatives. Per the LIBC Health Compliance and Quality Assurance Plan (Reso. #2018-098), the health compliance office reports to the General Manager. As a critical member of the healthcare executive leadership team, the Health Compliance Director oversees all compliance and quality assurance activities for the organization's healthcare programs. This also includes managing the compliance department's budget and work plan with a focus on performance-based budgeting and data tracking to improve program outcomes and fiscal accountability. Additionally, the Director supervises key roles, including the Risk Manager, departmental compliance officers, to ensure cohesive oversight of risk, privacy, and compliance functions. Incumbent works directly with health program directors in the development of strategies and programs supporting the LIBC mission of raising the health status of American Indian/Alaska Native (AI/AN) populations to the highest possible level.

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

### **Compliance Oversight**

1. Develop, implement, and maintain a comprehensive compliance program in alignment with federal (e.g., HIPAA, Medicaid, CMS), state, and tribal regulations.
2. Oversee internal and external audits, accreditation activities, state surveys, and ongoing quality assurance programs.
3. Address audit findings by implementing corrective action plans (CAPs) and ensuring their effectiveness.
4. Ensure the organization is prepared for accreditation and survey readiness through policy updates, staff training, and compliance assessments.
5. Ensure adherence to LIBC's Compliance and Quality Assurance Plan, which includes standards, policies, and procedures for healthcare services delivery.

6. Ensures the implementation in coordination with the Healthcare Business Office Director of baseline audits, claims submission audits, and focused reviews as outlined in the LIBC Compliance Plan.

### **Leadership and Supervision**

7. Supervise the Risk Manager to ensure effective identification, assessment, and mitigation of organizational risks.
  - o Collaborate on developing risk assessments, safety protocols, and managing adverse events.
  - o Oversee HIPAA training programs to ensure compliance with privacy and security requirements.
  - o Address and resolve privacy-related violations or breaches.
8. Chair the Compliance and Quality Assurance Committee, facilitating strategic discussions and action planning. Meetings will be scheduled monthly.
9. Supervise departmental compliance staff, making recommendations for improvement and ensuring implementation.
10. Collaborate with health and family services department directors to align compliance efforts with the LIBC mission of providing high-quality, culturally appropriate healthcare. The departments include Lummi Counseling Services, Behavioral Health, Lummi Nation Health Center, Family Services, and Health Care Business Office.
11. Provide quarterly reports regarding compliance matters directly to the Health and Family Services Commission
12. Report directly on any compliance matter to the Health and Family Services Commission or the full Lummi Indian Business Council at any time the Compliance Officer believes appropriate or necessary.

### **Budget and Work Plan Management**

13. Develop and manage the compliance department's annual budget and work plan, ensuring alignment with organizational goals and financial policies.
14. Implement performance-based budgeting to allocate resources effectively and enhance operational efficiency.
15. Track and analyze financial and operational data to monitor departmental performance and identify areas for improvement.
16. Prepare and present reports on budget, expenditures, and workplan (workplan outcomes) to HFSC, Budget Committee, GM, and Council as needed.
17. Ensure compliance with Title 28: Budget and Finance Code regarding Department Budget development, amendment, and administration, including departmental work plans, and reporting.

### **Policy Development and Enforcement**

18. Develop, document, and implement policies and procedures to ensure compliance with legal and accreditation standards.
19. Approve compliance training materials and lead training sessions to ensure staff understand and adhere to regulations.
20. Investigate and resolve compliance-related complaints and incidents.
21. Ensure departmental policies and procedures align with LIBC's established standards, including adherence to the False Claims Act, Stark Law, and Anti-Kickback Statute.

### **Training and Education**

22. Assist the compliance plan in the creation and ensure implementation of compliance and quality assurance training programs for all staff.
23. Ensure ongoing professional development for supervised staff, including the Risk Manager, departmental compliance officers, and HIPAA Privacy and Training Officer.
24. Stay updated on regulatory changes and disseminate relevant information across the organization.
25. Facilitate compliance education in alignment with LIBC's Compliance Plan requirements for new hires and annual training.

### **Quality Assurance and Monitoring**

26. Implement systems to monitor compliance with clinical documentation, billing practices, and electronic health records (EHR).
27. Conduct regular internal audits and recommend improvements based on findings.
28. Ensure adherence to quality assurance standards set by accreditation bodies such as AAAHC.
29. Ensure implementation of peer review processes in coordination with health department directors. Report data and findings back to the compliance committee regularly.
30. Analyze compliance data to identify trends, risks, and opportunities for improvement.

### **Reporting, Investigation, and Response**

31. Maintain a reporting system for suspected compliance concerns, including improper billing, HIPAA violations, or ethical issues.
32. Investigate compliance concerns and document findings in formal reports with recommendations for corrective actions.
33. Coordinate responses to compliance issues, including training, process improvements, corrective action plans, and disciplinary actions as necessary.

### **MINIMUM QUALIFICATIONS:**

- Masters degree (or PhD) in Public Health (MPH), Health Administration (MHA), Public Administration (MPA), Human Services (MSHS) or Business Administration (MBA).
- Must have 6 years of professional paid experience in public advocacy, health policy, community health or health program planning
- Four (4) years of experience in health care compliance, or healthcare leadership or executive leadership position.
- Three (3) year of experience in corporate or organizational compliance program, risk management, or health care business office.
- Certification in Healthcare Compliance (CHC) or similar certifications is required.
- Additional relevant certifications such as Certified in Healthcare Privacy and Security (CHPS) or Certified Fraud Examiner (CFE) are preferred.
- 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:**

- Experience working in Tribal Communities and/or with tribal specific health policy *preferred*
- Ability to communicate both in writing and orally
- Expert knowledge of State and Federal laws and regulations that effect the provisions of healthcare and healthcare organizations; including, laws, regulations, and policies and

requirements applicable to health systems including Medicare and medicare insurance reimbursements, Fraud and abuse laws, accreditation, licensing and certification standards.

- Expert level knowledge of current healthcare policy changes at both the State and Federal level
- Independent self-starter with the ability to work without direct supervision
- Ability to work with and maintain excellent professional relationships.
- Self-driven with excellent interpersonal and presentation skills are required.
- Highly organized with the ability to manage multiple projects with competing demands.
- Computer savvy with advanced skills in Microsoft Outlook, Word, Excel, and PowerPoint.
- Comfortable speaking and presenting in group settings and large meetings.
- Organizes and runs effective meetings of multiple stakeholders.
- Must have experience with the oversight of audits and compliance regulations.

#### **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](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.