



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: Seniors Program/LBC Resident Manager

OPEN: January 14, 2026

EXEMPT: Yes

SALARY: (11) \$34.94-\$39.35/hr. DOE

SHIFT: Day

LOCATION: Little Bear Creek

DURATION: Regular Full Time

CLOSES: January 21, 2026

JOB CODE:

DIVISION: Family Services

DEPARTMENT: Lummi Family Services

SUPERVISOR: Family Services Director

VACANCIES: 1

JOB SUMMARY: The Seniors Program/Resident Manager is responsible for supervising, coordinating and monitoring Little Bear Creek Staff, services and operations. Acts as lead manager to plan and implement annual program performance plan goals and objectives. Lead administrator to oversee multiple program services and operational needs. (i.e. - Food service, Transportation, Recreation, Travel, Residential and Security services, Facility Safety and emergency response services)

The Manager is responsible for day-to-day activities for the Little Bear Creek facility for senior independent living program operations. Responsible to maintain LBC Independent living program policy and procedure manual as needed.

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

Senior Program services:

1. Manages federal Title VI Part A and Part C grant to assure compliance to regulations and maintain quality assurance and improvement for service delivery.
2. Develop and maintain Senior program policy and procedures for cook, security, patrol, transportation, emergency preparedness services, LHCA and Independent Living program, Senior Outreach.
3. Develop a quality assurance procedure for program review and program improvement plan
4. Develops and reports progress to fulfill the annual Senior Program Performance plan including budget worksheet, performance plan and budget monitoring, reporting and communication.
5. Management and fiscal responsibility of Senior Program financial budgets and resources.
6. Lead Supervisor to directly oversee transportation, cook, senior activities, senior outreach, security and LHCA program staff.
7. Develops appropriate safety, certification and professional development training for program staff.
8. Plan team meetings to coordinate weekly activities for staff, seniors and/or tenants.
9. Keep open communication and resolve administration issues in a timely manner

10. Tactfully communicate sensitive information to appropriate staff and help negotiate simple solutions to difficult situations
11. Responsible to perform program development, grant applications and strategic planning for program service expansion consistent with LIBC and H&FS Commission annual priorities.

LBC Management and Residential Services

1. Manage the day-to-day activities of the LBC facility and staff for housing program and service operations.
2. Acts as primary liaison responsible to resolve office, resident, or community inquiries as they arise, analyze and develop options expediently.
3. Collect and interpret residential program data, includes assessment/monitoring of individual health status and report changes to the LFS Director.
4. Coordinates with Facility Manager to administer and complete 'move-in and move out' room inspections for new/existing tenants.
5. Orient residents on their responsibilities for maintaining their housing unit, for compliance with lease agreement and applicable program policy and rules.
6. Plan, conduct, schedule and record LBC tenant-based meetings on a monthly basis.
7. Provide compliance counseling to seniors as needed includes records retention, documentation of incidents, maintenance of tenant notices for rule violations and/or corrective action or other tenant safety agreement(s).
8. Coordinates and directs Senior Outreach staff for senior referral of services to LIBC or other local providers of health, mental health, counseling and/or social service providers.
9. Prepare Termination case papers and file in court, appearing in court on an as needed basis.
10. Review completed applications for eligibility requirements or manage waiting list placement for residential services.
11. Screen new applications for management suitability determinations prior to program occupancy per LBC admission policy.
12. Responsible for schedule and conduct annual room inspections consistent with LBC P&P's.
13. Develops quality control measures to maintain record for LBC Facility safety and audit reviews.
14. Oversees LBC security staff and security system to provide incident reporting, documentation and follow up services with local police, to reduce or stop any alcohol and drugs abuse, theft, or other threats to resident security and safety.

MINIMUM QUALIFICATIONS:

- Bachelors Degree in business management, social work or related field. If not must have AAS while working toward BA., **OR**
- Four (4) years of professional management experience may be substituted for education on a one to one basis. Qualifying experience will involve working as a program manager or administrative lead for projects in a progressively increasing complexity in Tribal enterprise, including federal/state services.
- Three (3) years prior supervisory level work experience in Health and Human Services, Tribal Administration and/or Public Administration field
- Minimum of two (2) years experience in program development with preference for development of Elder Care facilities, residential living programs and senior services.
- Completion of HIPPA training, Blood borne Pathogens to obtain Certification within new employee orientation period (90 days).
- Completion of Mandatory reporting for Elder Abuse or Vulnerable Elder Abuse per Title V of the Lummi Nation of Laws within new employee orientation period (90 days).
- Must have CPR certification, or obtain certification within 30 days of hire.

- 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:

- Displays knowledge and skills necessary to perform assigned duties (i.e. Microsoft Office package, Internet/Intranet, Elder/Client data base, voicemail, etc.)
- Understand processes, procedures, methods and technologies related to program operation and management
- Participates in measuring program performance-based budget outcomes, metrics or statistics.
- Able to keep current on new developments in field of expertise and technology
- Able to support, motivate, and encourage people.
- Must have strong work ethic, ability to document all work activities
- Must, at all times maintain Confidentiality
- Possess excellent verbal and written communication skills with ability to communicate with health professionals and the community.
- Able to work independently under indirect supervision
- Friendly, Courteous and tactful and dependable
- Ability to work flexible hours.
- Physically able to lift a maximum 15-25 lbs.

REQUIREMENTS:

- Dependability required due to small work force.
- 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 Criminal 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.