



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: LHCA Administrator/Supervisor
(Lummi Home Care Agency)

OPEN: January 14, 2026

EXEMPT: No

SALARY: \$29.00/per hr.

SHIFT: Day

LOCATION: Tribal Care Facility

DURATION: Regular Full Time

CLOSES: January 21, 2026

JOB CODE:

DIVISION: Family Services

DEPARTMENT: Tribal Care Facility

SUPERVISOR: TCF Manager

VACANCIES: 1

JOB SUMMARY: Under the direct supervision of the TCF Manager, the LHCA Administrator is responsible for managing the Lummi Home Care Agency clients and supervising caregiver staff. This position provides services to Elders with functional impairments and develops service that builds on the family source of support

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

1. Implement an on-going review of LHCA/LIBC Policy and Procedures Manual.
2. Primary Supervisor or contact person for Lummi Home Care Agency staff i.e. Caregivers
3. Supervise LHCA caregivers daily to ensure home care service fully meet the elder needs
4. Supervise Case Management for Elder's homes and visit LHCA clients regularly to obtain feedback on services provided and work cooperatively with other Senior Program staff members
5. Ensure records of services performed and client's condition and progress are charted daily
6. Report Clients refusal of service and change in client's condition to immediate supervisor
7. Maintain weekly time sheet of LHCA services Submit timely reports
8. Oversee in setting up programs and services, per the Plan of Care that help elders to meet their needs and build on the family as the primary source of support.
9. Actively participate in on Adult Protective Team
10. Provide monthly, quarterly and annual reports to immediate supervisor and report at other time as requested by manager
11. Provide direction and support for emergency 911 Medic Calls to ensure safety of Elders
12. Perform LHCA responsibilities as needed including Elder Home Care Visits Personal care assistance
13. Oversee EVV Systems are updated and edited according to DSHS Home Community Services.
14. Update and Edit LHCA Policy/Procedures according to Management Bulletin sent out by HCS/DDCS
15. Maintain and Manage the EVV (WellSky) work closely with Lummi Business Department and NWRC that all information is true and correct for services and billing
16. Ensure files are maintained and accessible for each client.
17. Ability to organize and prioritize work demands in fast paced environment

18. Experienced in Microsoft Word, Excel and Email
19. Shall be Delegation of Authority in the absence of and directive of the Senior Program Manager upon appointment of delegation
20. Work directly with Billing to ensure LHCA billing is processed in a timely manner

MINIMUM QUALIFICATIONS:

- Degree in Social Work, Sociology, Human Services, or Nursing OR 4 years' experience in Human Services, Nursing and Program Management may be substituted for education years Home Care Experience working with elders
- 3 years supervisory level work experience in Health and Human Services and Elder Services
- 3 years Supervisory level work experience in Health and Human Services and Elder Disabled Persons Care *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:

- Excellent Interpersonal skills, objectives and sensitive to people and their problems
- Ability to work independently.
- Ability to handle responsibility, work independently and maintain a good working relationship with clients, co-workers and other departments and agencies
- Knowledge of local AAA and DSHS eligibility requirements and help elders, and family's fill out forms and applications
- Possess good oral and written communication skills, and the ability to work with a variety of people and agencies
- Experience in Microsoft Word, Excel and Outlook with Office Chrome
- Ability to communicate, collaborate and coordinate with Seniors Program Manager

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 Criminal Background Check
- DSHS background/Fingerprints must be done prior to application process
- Must be available 24/7
- Must obtain Home Care Aide Certification from Department of Health within 150 days of hire
- Must obtain 72 hours Fundamentals of Caregiving in the first 200 days of employment
- Obtain 3 hours of Caregiving Orientation within 200 days of employment and 10 hours of Supervisor Training annually per State requirements
- Completion of HIPAA training, Blood-Borne Pathogens training to obtain Certification within 120 days of hire
- Certification of HIV Prevention Education, Caregiver Mental Health Specialty Training Caregiver Dementia Specialty Training, ADL's & Functional Mobility, Universal Precautions; Aids and Hepatitis B Prevention for Health Care Workers, Food and Beverage Service Worker's Permit within 120 days of hire
- Obtain CPR/First Aid Certification or obtain certification within 120 days of hire

- As recommended by the TCF Manager, shall attend required training, seminars and/or Conferences
- Must Maintain strict confidentiality at all times

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.