



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: Administrative Assistant

****Re-Advertise****

OPEN: March 26, 2026

EXEMPT: No

SALARY: (7) \$20.07-\$22.60/hr. DOE

SHIFT: Day

LOCATION: Little Bear Creek

DURATION: Regular Full Time

CLOSES: April 02, 2026

JOB CODE:

DIVISION: Family Services

DEPARTMENT: Senior Program

SUPERVISOR: Program Manager

VACANCIES: 1

JOB SUMMARY: Under the direct supervision of the Senior Program Manager, serve as an administrative assistant providing support with communication, collaboration, and coordination of the Lummi Senior Program. Additionally, assist the Program Manager and support staff with all activities related to Lummi Seniors and Little Bear Creek initiatives

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

1. Assist Senior Program in the planning and coordination of activities designed to ensure that the work plan goals and objectives are being met in a timely manner in delegating others to assigned duties ensuring all measures of activities and events are followed thoroughly.
2. Make timely travel arrangements for Lummi Senior's and employees of Senior Program as needed: airfare, lodging, registration and per-diem.
3. Must always be available in event of emergency, including nights and weekends to assist and assure that the safety and well-being of all Lummi Elders and met when an emergency event occurs
4. Provide clerical support including but not limited to screening calls, facilitating communication, taking messages and always greeting the public in a professional and courteous manner.
5. Monitor the scheduling of clients for all Lummi Senior's Program to ensure that a timely response to the client is made and all questions addressed in a satisfactory manner.
6. Maybe asked to assist in preparation of meeting sessions with Lummi Senior's Program and other Family Services Division Programs; agendas, catering, taking minutes and other duties as assigned.
7. Be Prompt and available from 7:55AM to 4:35 PM each business day, must open the office, answer the phone and greet service recipients in a professional courteous manner.
8. Responsible for developing, organizing, and maintaining senior personnel files, program financial documents, and other paper and electronic filing system.
9. Email transactions to proper channels for payment of bills so they are paid in a timely manner.
10. File all receipts for residents into the confidential files of individuals residing at Little Bear Creek
11. Complete lease agreements with the residents as directed by the Senior Program Manager.

12. Thorough knowledge of Microsoft Office to organize an electronic database.
13. Create a system for daily routine xerox and collect materials as needed.
14. Must be able to effectively write memos and letters in a thorough professional manner.
15. Communication skills are essential, must be at a high level
16. Customer service skills are essential, treating all with respect and dignity.
17. Follow all Lummi Indian Business Council Employee Policy and Procedures.
18. Other duties as required by Lummi Senior Program Manager.

MINIMUM QUALIFICATIONS:

- High School Diploma or GED
- 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:

- Ability to cope with stressful situations firmly, tactfully and with respect.
- Ability to write clear and concise reports in progress notes, and other correspondence as required
- Ability to maintain effective relationships with fellow employees and with residents and /or citizens with varied racial, ethnic or economic background.
- Ability to maintain **strict** Confidentiality at all times.
- Have high moral character, which includes honesty and trustworthiness, have a high integrity, sound judgment and temperate habits
- Demonstrate desire to help people and must enjoy working with the elderly
- Responsible, compassionate, emotionally stable and cheerful.
- Ability to work independently with minimal direction and supervision.
- Caring and empathetic attitude toward the Elderly.
- Must possess organizational and office skills
- Must have the ability to type 60 wpm
- Must have knowledge of Microsoft Office Programs Outlook, work, excel, Power Point and willingness to learn.
- Must possess organizational and office skills
- Must be able to work independently with minimal amount of supervision
- Must follow and adhere to all HIPAA rules and regulations.
- Technical skills with Microsoft Office (Excel; Word, Outlook & Power Point) Copier (scanning, copying & faxing)
- Communication skills are crucial strong verbal and written
- Ability to schedule meetings, arrange travel, answer phone call, email.
- Review lease agreements with residents
- Ability to multitask and ability to prioritize.
- Office management- maintaining office supplies, managing inventory and coordinating with vendors
- Maintaining a filing system for Residents, Employees, and Finance Files

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 Tribal Elders or vulnerable adults and is therefore subject to successful and extensive criminal background check, CAMIS background check.
- Must be available 24-hour basis
- Completion of the HIPAA training to obtain certification within 120 days of hire
- Must become familiar with and abide by all Policies and Procedures for Little Bear Creek, Lummi Home Care Agency, also, must be compliant with all LIBC Human Resources Policy & Procedures.
- Mandatory Reporter for the Elder Abuse or Vulnerable Elder Abuse per Title V of the Lummi Nation of Laws and have the willingness to participate in training in regard to this responsibility
- Must have CPR certification or obtain certification within 120 days of hire.
- First aid/CPR training, AED required 120 days of hire

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.