



# 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 III/Funeral Support Assistant

**OPEN:** April 2, 2026

**CLOSES:** April 17, 2026

**EXEMPT:** No

**JOB CODE:**

**SALARY:** (8) \$23.05-\$25.96/hr. DOE

**DIVISION:** Funeral Support

**SHIFT:** Day

**DEPARTMENT:** Lummi Family Services

**LOCATION:** Lummi Family Services

**SUPERVISOR:** Funeral Support Specialist

**DURATION:** Regular Full-Time

**VACANCIES:** 1

**JOB SUMMARY:** The Administrative Assistant III/Funeral Support Assistant is one of the first point of contacts at the Funeral Support Office of Lummi Family Services and is responsible to provide excellent customer skills to clients while working to coordinate, schedule, and refer assistance of the Funeral Support Specialist. This position will generally perform all client-assistant coordinator duties that includes answering phones, scheduling, and assist coordination with families of funeral protocols in accordance with their unique family values and other specific needs.

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

1. Primary responsibility is to be the point of contact for Lummi families seeking funeral assistance, answering the phone, obtaining important in-take information regarding the deceased (Date of Death and Date of Birth), and scheduling appointment with family to coordinate meeting with the Funeral Support staff and the designated funeral home.
2. Provide assistance to the client and their family of eligible benefits to plan their funeral arrangements.
3. Responsible for verifying eligibility requirements and confirmation of death from an immediate family member, funeral home, or medical examiner's office.
4. Provides excellent customer service and adheres to the highest standards of client confidentiality and professionalism. Adheres to HIPAA guidelines.
5. Assists client/family with providing appropriate information, i.e., funeral packet, and sharing the funeral (eligible) benefits with the bereaving family.
6. Obtain signatures for work orders to process funeral benefits, i.e., food, clothing, funeral home, and visa one uploads).
7. Prepare, process, and route administrative paperwork for Funeral support staff, i.e., work orders, purchase orders, time sheets, and visa one uploads.
8. Provide support for periodic meetings with Funeral Support Staff, Family Services Staff, funeral support policy group meetings.
9. Ensure that office supplies, copy paper, ink cartridges are always available.
10. Refer the client/family to other programs and resources that may assist to meet their family needs.

**MINIMUM QUALIFICATIONS:**

- AA degree preferred. High School diploma or GED required.
- 1 year of successful work experience in an office setting.
- 2 years' work experience in Human Services with Native American communities and/or organizations preferred.
- 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 manage and organize large volumes of information and maintain electronic filing system for client files, Chron files and documentation.
- Ability to communicate with Tribal clients and families via email, telephone, letters, and one-on-one.
- Must have the ability to multi-task and work with multiple families and clients.
- Ability to establish and maintain effective working relations with all levels of staff and vendors.
- Skill at entering data in multiple software programs (such as AccuFund and or Excel).
- Ability to maintain attention to detail and accuracy.
- Proficient with personal computer and have knowledge of software programs including Microsoft Outlook, Microsoft Word, Microsoft Excel, PowerPoint, and have ability to utilize the Internet.
- Perform miscellaneous job-related duties as assigned.
- Ability to remain neutral and utilize established grievance policy and procedures when client/staff conflicts arise.
- Participates in effective social and human service processes.
- Ability to maintain strong work ethic including attendance and punctuality.
- Understanding of HIPAA requirements, and the ability to main confidentiality of records and information always.

**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.