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: Admissions Coordinator

OPEN: May 5, 2026
EXEPMT: Yes
SALARY: (8/9) $23.05-$29.82/hr. DOE
SHIFT: Flexible
LOCATION: SWMS
DURATION: Regular Full Time

CLOSES: May 18, 2026
JOB CODE:
DIVISION: Policy
DEPARTMENT: SWMS
SUVERSIVOR: Operations Manager
VACANCIES: 1

JOB SUMMARY: The Admission Coordinator serves as the primary coordinator of admissions and patient flow for ShoqweL Ya' LhaoLh-ew'xw, Lummi Nation's Secure Withdrawal Management and Stabilization (SWMS) facility. This position is responsible for managing the full admission process, including referral intake, screening, insurance verification and coordination of both voluntary and involuntary admissions.

Working in a fast-paced, 24/7 environment, the Admissions Coordinator plays a critical role in ensuring safe, timely and appropriate placement of individuals in alignment with ASAM Level 3.7 criteria. This position supports patient safety, regulatory compliance and operational efficiency while maintaining strong communication with internal teams and external partners.

Initial schedule consists of Monday – Friday, from 8am - 5pm. However, scheduling for Admission Coordinator positions is designed to support 24/7 program operations and will include weekend coverage, on call rotation and rotating holiday shifts. Current anticipated schedules may include the following; however, schedules are subject to change based on program needs, staffing levels, and operational requirements:

- Sunday – Wednesday 7:00am – 5:30pm
- Wednesday - Saturday 9:00 am - 7:30 pm

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

1. Serves as the first point of contact and face of the program, providing a calm, compassionate presence that promotes safety and reassurance for individuals experiencing crisis and withdrawal symptoms.
2. Coordinates and schedules all admissions and discharges to maintain full program capacity within the facility.

3. Tracks bed availability, manages referral and waitlists, communicates with referral partners and internal teams, and ensures timely intake and discharge processes to support efficient patient flow and continuity of care.
4. Verify completion of eligibility screening from medical staff, schedule intake and complete intake paperwork with the patient once they arrive.
5. Explain program services, patient rights, consent forms, and confidentiality policies, prior to collecting signatures.
6. Coordinates with Tribal 988 crisis services and other behavioral health partners to facilitate timely referrals, screenings, and admissions to program. Ensures clear communication regarding bed availability, eligibility criteria, and intake procedures to support rapid access to care for individuals in crisis.
7. Review all intake files that were completed after hours to ensure accuracy in completion of the intake.
8. Completes insurance and Washington Apple Health eligibility verification and assists with enrollment or reinstatement through the Washington Health Care Authority to facilitate timely admission and billing compliance.
9. Collaborate with referral partners, courts, clinics, and community providers after entry into program.
10. Verify medical coverage once they arrive after completion of ROI.
11. Assist patients and families in understanding legal processes related to treatment and stabilization if they are an involuntary patient.
12. Maintain confidentiality and compliance with HIPAA, 42 CFR Part 2, and tribal policies.
13. Maintain, organize, and audit patient medical and program records. This includes supporting audits, reporting, and quality assurance activities.
14. Participate in team meetings and support workflow improvements.
15. Provide verification of treatment services when receiving a medical record request, when appropriate.
16. Deliver crisis intervention, CPI de-escalation, and stabilization support within a secure withdrawal management setting.
17. Support culturally responsive, trauma-informed approaches consistent with Lummi Nation values.
18. Perform other related duties as assigned.

MINIMUM QUALIFICATIONS:

- High school diploma or GED
- AA in human services, social work, behavioral health, or healthcare administration preferred.
- Minimum of 2 years of experience in healthcare, social services, behavioral health, or administrative support.
- Experience with medical records, intake coordination, or client-based services.
- Experience with insurance enrollment and verification, preferred
- Experience with tribal/non-tribal court systems and procedures, preferred
- Experience with electronic health records and legal documentation, preferred
- Professional experience in Native communities, 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:

- Knowledge of addiction medicine, mental health practices, and current evidence-based treatment approaches for substance use disorders.
- Knowledge of involuntary treatment laws, including Ricky's Law (Washington State).
- Strong oral and written communication skills for interacting effectively with patients, families, and multidisciplinary teams.
- Ability to establish and maintain supportive, professional relationships with patients, families, and colleagues.
- Competent in basic computer skills, including electronic health records, word processing, secure messaging, and internet research.
- Ability to work effectively in cross-cultural environments and with diverse populations.
- Understanding of the social, historical, and cultural context of American Indian/Alaska Native communities, including the impact of historical trauma and the importance of Native cultural values in treatment.
- Knowledge of HIPAA and 42 CFR Part 2 requirements, with a commitment to strict confidentiality.
- Ability to work professionally with other service providers, consultants, and community partners.
- Ability to handle sensitive information with discretion
- Strong communication and customer service skills
- Ability to work with diverse populations using trauma-informed practices

WORK ENVIROMENT & CONDITIONS:

- Secure detox setting with exposure to patients in acute distress.
- Prolonged periods of sitting and computer use
  May involve occasional travel to remote areas within the Tribal community or to training events.
- Flexible scheduling may be required, including evenings or weekends for crisis response or supervision.
- Culturally diverse environment that prioritizes respect, humility and collaboration.

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.

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.