



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

OPEN: May 18, 2026

EXEMPMT: No

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

SHIFT: Day

LOCATION: Tribal Care Facility

DURATION: Regular Full Time

CLOSES: May 22, 2026

JOB CODE:

DIVISION: Family Services

DEPARTMENT: Lummi Tribal Care Facility

SUPERVISOR: Administrator

VACANCIES: 1

JOB SUMMARY: At the Tribal Care Facility, we believe in creating a welcoming and supportive environment for our residents, staff, and community. We're currently seeking a friendly, professional, and detail-oriented administrative assistant to join our team and provide essential administrative support, ensuring smooth daily operations while assisting and managing client scheduling, billing and maintaining strict confidentiality with client and staff records.

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

1. Provide administrative and office support for the Administrator, employees, and clients through a variety of tasks related to organization and communication.
2. Maintain confidentiality of all information pertaining to clients, families and employees.
3. Conduct tours and share information with potential residents and families
4. Maintain confidentiality of all information pertaining to residents, families, and employees.
5. Serve as a resource and backup person if an HCA as needed
6. Enroll new caregivers that aren't licensed in training classes at Cascade Connections.
7. Maintain current supply of office forms and supplies, orientation packets, assessment packets, etc.
8. Creating new employee files and ensure they are up to date in accordance with policies and procedures.
9. Schedule staffing changes or confirmation.
10. Keeping track of training compliance and organize employee documents.
11. Monitor all office supplies.
12. Arrange resident appointments and transportation.
13. Assist with Medicaid billing.
14. Assist with accounts payable.
15. Provide administrator support to TCF Nurse

MINIMUM QUALIFICATIONS:

- High School Diploma or GED.
- First aid/CPR training, AED required
- 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.

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.
- 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.

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.

