



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: Executive Medical Director

OPEN: June 3, 2026

EXEMPT: Yes

SALARY: DOE

SHIFT: Day

LOCATION: LNHC

DURATION: Regular Full Time

CLOSES: July 17, 2026

JOB CODE:

DIVISION: LIBC GM Administration

DEPARTMENT: LNHC

SUPERVISOR: General Manager

VACANCIES: 1

JOB SUMMARY: The Executive Medical Director for the Lummi Nation shall provide clinical leadership, strategic oversight, and medical direction to support the health and wellness of the Lummi Nation community. This role is responsible for overseeing the implementation of clinical and operational strategies designed to improve, maintain, and advance the quality of healthcare services provided through the Lummi Nation Health Center and other health-related programs operated or directed by the Lummi Indian Business Council (LIBC).

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The Executive Medical Director shall work collaboratively with the Lummi Health and Family Services Commission, the General Manager, health division directors, program managers, healthcare leadership, providers, and community stakeholders to advance and improve the health of the Lummi Nation community through coordinated, culturally responsive, and patient-centered healthcare services. This position serves as a key liaison between clinical operations, administration, and tribal leadership to support effective communication, regulatory compliance, quality improvement, strategic planning, and continuity of care initiatives across the health system.

The Executive Medical Director shall ensure that healthcare services are delivered in a manner that is culturally appropriate, clinically effective, and aligned with applicable healthcare standards, accreditation requirements, and tribal policies. Responsibilities include providing direct and indirect clinical oversight of Health & Human Services programs, monitoring clinical quality and patient safety initiatives, supporting provider performance and professional standards, and assisting with organizational stability and operational.

REPORTING RELATIONSHIP

The Executive Medical Director shall report to the General Manager, consult with the Lummi Health and Family Services Commission, and the Lummi Indian Business Council (LIBC) on major policies.

Provide professional medical perspectives and strategic advice regarding health-related decision making for the tribe.

MANAGEMENT

The Executive Medical Director will ensure the highest standards of patient care are delivered by the direct service teams.

The Executive Medical Director will collaborate with the health and family services leadership team to clearly communicate Health performance goals and expectations of the direct care departments.

The Executive Medical Director will be responsible to directly supervise the following direct service departments, Public Health, Social Work, Physical Therapy, Medical, Pharmacy, Dental, and Laboratory services.

The Executive Medical Director will develop, set and managed budgets, streamline functions, and works towards maximizing billing and practices and processes. Manage day-to-day administrative directions to the direct care leadership as it pertains to activities and staffing.

Ensure compliance with all regulatory and accrediting bodies of Accreditation standards including compliance with Association for Ambulatory Health Care (AAHC), Lab accreditation and all applicable Washington laws and regulations.

TRIBAL, STATE AND FEDERAL LAWS

Assure Compliance with Health Insurance Portability Accountability of 1996 and Affordable Care Act of 2010. Submit operation status reports and updates to the Lummi Health Commission and Lummi Indian Business Council as necessary

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

1. The Executive Medical Director shall ensure that patient receive high quality care through close monitoring, evaluations, and continuous quality improvement efforts. Key areas of activity include:
 - a. Participate in chart reviews, working with clinic providers as needed to address areas of potential improvement
 - b. Review of clinic related patient complaints and incidents, recommending action where necessary
 - c. Oversee clinical QI initiatives, ensuring provider and staff participation in best practices through regular communications and mentoring.
 - d. Implement Necessary reforms to improve patient care services
2. Oversee recruitment and recommendations for hire new providers and staff.
3. Regularly evaluate and performance of new providers by providing feedback on quality of clinical care.
4. Direct the activities of physicians, midlevel providers, and staff within clinic and be responsible to ensure that providers and staff understand their responsibilities. Evaluate and providers and staff performance and, if necessary, take corrective action as appropriate.

5. Manage clinical and financial performance as measured in terms of quality, patient care, patient satisfaction, financial, and employee morale.
6. Meet and communicates regularly with providers and staff to provided updates on clinical performance, policies, and efforts to improve the care provided; seek input and communicate performance expectations.
7. Monitoring referrals, Emergency room utilizations and hospitalizations by LNHC Patients
8. Works with others to ensure the health information technology in the clinic is supporting clinic activities and improve health IT when necessary
9. Continually identifies and implement innovative opportunities for productivity enhancements, expense reduction, and efficiency improvements in the clinic
10. Works to create a positive environment. Provides team leadership and fosters collaborative behaviors
11. Act as a visible medical representative of the Lummi Community working with surrounding medical providers and health facilities
12. Generates and executes novel strategies for patient engagement and improvements in community health.
13. Work with other community leaders involved in health to create and implement strategies to improve health in the Lummi Community
14. Ensures clinical operations are functioning according to the higher legal and ethical standards; sets clinical policies in accordance with known best practices.
15. Work to create educational opportunities that support clinic functions
16. Ensure compliance with all tribal and applicable state and federal regulations related to health care services, employee responsibilities and practice
17. Provide technical support to LIBC delegates to local, regional, and national committees/boards on health-related matters and be available for consultation on policy recommendation needs and priorities of the Lummi Nation
18. Other duties as assigned.

MINIMUM QUALIFICATIONS:

- Doctor of Medicine Degree (MD) or Doctorate of Osteopathy (DO)
- American Board Certified in at least one Primary Care Specialty (Internal Medicine, Pediatrics, Family Medicine, or OB/GYN)
- Verification of 10 years of experience in the medical field, that includes 5 years' experience in a Tribal program, 5 years of direct service delivery or as a first-line supervisor for direct service providers, and 5 years of supervision experience.
- Must Maintain Current Washington State Physician License. May accept other current State Physician License at time of hire with expectation employee will apply and receive Washington State License upon hire.
- Current unrestricted DEA License
- 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:

- Experience with electronic health records required
- Ability to adhere to all professional guidelines, departmental rules, regulations, policies, and procedures set down in LTHC clinic by-laws.
- Ability to interact and communicate with patients in a respectful and compassionate manner.

- Accurate and timely documentation in accordance with LTHC medical records policies
- Excellent communication skills with the ability to work as a team member in a multicultural atmosphere.
- Must maintain strict confidentiality at all times.

REQUIREMENTS:

- 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.
- Must pass pre-employment and random drug and alcohol test to be eligible for and maintain employment.
- Adherence to HIPAA policy and procedures per LIBC and federal
- Must regulations demonstrate and 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.