



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 II

OPEN: July 28, 2026

EXEMPT: No

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

SHIFT: Day

LOCATION: LNHC

DURATION: Regular Full Time

CLOSES: August 04, 2026

JOB CODE:

DIVISION: Health & Human Services

DEPARTMENT: LNHC

SUPERVISOR: Health Care Administrator

VACANCIES: 1

JOB SUMMARY: The purpose of this position is to provide administrative support for Lummi Nation Health Clinic (LNHC) providers, managers, and staff. This position will coordinate all meeting logistics for the Health and Family Services Commission, All Staff, Executive Committee, and Safety and Infection Control meetings.

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

Clinic Admin Support

1. Provides administrative support for all employees of the LNHC including ordering, pick up, and delivery of lunch
2. Prepare and process travel arrangements, documentation, and travel reimbursements
3. Assists managers in identifying and understanding LIBC and LNHC administrative policies.
4. Assists program managers with printing, photocopying, mailing and other administrative tasks when requested.
5. Responsible for sorting and distributing incoming mail and delivering outgoing mail correspondence
6. Serves as a point of contact between LNHC and LIBC administrative departments.
7. Provides excellent customer service to patients, staff, and visitors.
8. Maintain updated vehicle fleet and coordinate regular vehicle maintenance as needed.
9. Serve as point of contact during emergency evacuation to account for admin wing employees
10. Responsible for scheduling conference rooms for events and meetings at the health clinic for staff
11. Responsible for tracking and ordering cell phone devices for staff
12. Serve as back-up to Administrative Assistant I

Meeting Coordination

13. Provide clerical support to Lummi Health & Family Service Commission once per month to; gather and distribute meeting information, record meeting minutes, and maintain record per AAAHC requirements, as needed
14. Provide clerical support to Executive Committee to; coordinate meetings, to gather and distribute meeting information, record meeting minutes, and maintain record per AAAHC

- requirements
15. Provide clerical support to Safety and Infection Control Committee to; coordinate meetings, gather and distribute meeting information, record meeting minutes, and maintain record per AAAHC requirements
 16. Coordinate LNHC All Staff meetings to gather and distribute meeting information, record meeting minutes, and maintain record
 17. Other duties as assigned

MINIMUM QUALIFICATIONS:

- High School Diploma or GED; and
 - Two (2) years of experience in a similar administrative support role; **OR**
- Associate degree in Public and Tribal Administration, or related field.
- Lummi/Native American/Veteran preference policy applies.

KNOWLEDGE, ABILITIES AND SKILLS:

- Experience working with Word/Windows/Excel
- Knowledge of Medical Terminology and Medical Records systems preferred.
- Ability to make sound judgment in emergency situations when confronted with distraught or emotional clients.
- Must be attentive to detail; constantly following policies and procedures.
- Communicate effectively both orally and in writing.
- Must have ability to work independently with little or no supervision.
- Must maintain strict confidentiality at all times.
- Complete HIPPA and all required training upon hiring within 30 days.

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 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.