



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:** Compliance Officer

OPEN: October 27, 2026

EXEMPT: Yes

SALARY: (12) \$40.14- \$45.20/hr. DOE

SHIFT: Day

LOCATION: SWMS

DURATION: Regular Full Time

CLOSES: November 10, 2026

JOB CODE:

DIVISION: Policy

DEPARTMENT: SWMS

SUPERVISOR: TBD

VACANCIES: 1

JOB SUMMARY: The Compliance Officer is a key leadership role responsible for ensuring the Secure Withdrawal Management & Stabilization (SWMS) program operates in compliance with applicable Tribal, federal, state, and regulatory requirements. This position oversees compliance activities related to healthcare operations, licensing, credentialing, accreditation, privacy, and quality assurance, and serves as a resource to leadership and staff on regulatory standards and best practices.

The Compliance Officer conducts audits, monitors policies, procedures, and practices designed to ensure LIBC Health Program Compliance. In collaboration with the Office of Reservation Attorney investigates compliance concerns, assists in the corrective action planning and when necessary, enforces corrective action. This role works collaboratively with clinical, administrative, and leadership teams to promote a culture of accountability, ethical practice, and continuous improvement according to the Lummi Standards of Care.

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

1. Monitor and ensure compliance with Tribal, federal, state, and regulatory requirements applicable to SWMS operations.
2. Evaluate, develop, revise and implement policies, procedures and practices designed to provide quality professional substance use disorder services that protect the social, spiritually and cultural sovereignty of the Lummi people.
3. Assist with updating the current compliance plan to support regulatory adherence annually or as needed.
4. Conduct quarterly internal audits of records to proactively identify risks of discrepancies.
5. Conduct risk assessments to identify gaps and areas for improvement.
6. In coordination with the Director of Healthcare Compliance, the Office of Reservation Attorney, and the Executive Director of SWMS; track, investigate, and respond to compliance concerns, misconduct, ethical violations, or data breaches. Implementing corrective action plans when non-compliance is detected to prevent future occurrences.

7. Develop, implement and complete credentialing process for the Executive Leadership within the SWMS Facility and maintain provider credentialing files.
8. Support licensing, accreditation, and regulatory inspections, including preparation, coordination, and follow-up.
9. Provide compliance education and training to staff on regulatory requirements, privacy, and ethical standards annually or as needed.
10. Monitor compliance with privacy and confidentiality standards, including 42 CFR Part 2, HIPAA and Tribal privacy requirements.
11. Develop and maintain a system for keeping accurate compliance documentation, reports, and records.
12. Collaborate with leadership, clinical, and administrative teams to support quality assurance and performance improvement initiatives.
13. Serve as a resource and advisor to staff and leadership on compliance-related matters.
14. Support reporting and follow-up related to incidents, grievances, and corrective action plans.
15. Promote a culture of ethical conduct, accountability, and continuous improvement aligned with Lummi Tribal values.
16. Provide monthly updates to the Recovery Services Oversight Board, or the full LIBC at any time the Director deems necessary.
17. Chair monthly compliance and Quality & Compliance Improvement Program meetings to ensure implementation of compliance and quality assurance measures are met in a timely manner.
18. Other duties and responsibilities as assigned

MINIMUM QUALIFICATIONS:

- Bachelor's degree in healthcare administration, human services, public health, business administration, compliance, law, or a related field required **PLUS**
 - Minimum of (2) years of experience in healthcare compliance, risk management, residential care, addiction treatment, regulatory affairs, quality assurance, or a related field, OR
- Master's Degree in Health Care Administration (MHA), Business Administration (MBA), Public Health (MPH) or Human Services (MSHS);
- Experience in behavioral health, substance use treatment, or withdrawal management facility, preferred. Professional experience in Native communities, preferred.
- Certified in Health Care Compliance (CHC) credential required or must obtain within 6-9 months of hire as a condition of employment.
- 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 healthcare compliance laws, regulations, and standards, including those applicable to behavioral health, substance use treatment, and withdrawal management services.
- Skill in interpreting and applying complex regulations and compliance standards.
- Skill in developing, reviewing, and revising policies, procedures, and compliance documentation.
- Ability to work independently while coordinating with multidisciplinary teams.
- Knowledge of privacy and confidentiality requirements, including 42 CFR Part 2, HIPAA and Tribal privacy standards.

- Ability to work respectfully within a Tribal organization, demonstrating cultural awareness and alignment with Tribal values.
- Skill in conducting audits, assessments, and compliance reviews.
- Knowledge of policy and procedure development and compliance program implementation.
- Effective written and verbal communication skills, including training and reporting.
- Ability to promote a culture of ethical conduct, accountability, and continuous improvement.
- Knowledge of quality assurance, risk management, and performance improvement principles.

WORK ENVIROMENT & CONDITIONS:

- Secure detox setting with exposure to clients in acute distress.
- Flexible scheduling may be required, including evenings or weekends.
- 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.
- 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.