



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: Prevention Coordinator

OPEN: October 28, 2026

EXEMPT: No

SALARY: \$35.00/ Per Grant

SHIFT: DAY

LOCATION: LNHC

DURATION: Regular Full Time

(Grant ends 9/29/2031)

CLOSES: November 12, 2026

JOB CODE:

DIVISION: HHS

DEPARTMENT: Behavioral Health

SUPERVISOR: Project Director

VACANCIES: 1

JOB SUMMARY: The Prevention Coordinator leads suicide-prevention efforts for the Lummi Nation while supporting culturally grounded behavioral-health services for tribal youth and families. This role strengthens community safety by coordinating prevention education, postvention response, data monitoring, and culturally aligned outreach. The Coordinator also provides wraparound support to youth with complex emotional or behavioral needs, helping families access services, build natural supports, and engage in healing practices rooted in tribal culture.

ESSENTIAL JOB DUTIES AND REPOSNSIBILITIES include the following (other related duties may be assigned):

Suicide-Prevention Leadership

- Lead suicide-prevention initiatives grounded in the six pillars: Connectedness, Economic Stability, Access to Care, Education & Awareness, Lethal Means Safety, and Post-vention.
- Identify community gaps and develop culturally relevant prevention strategies.
- Coordinate with tribal departments, schools, health partners, and community organizations to strengthen prevention efforts.
- Support community response following suicide-related losses or attempts, ensuring families receive culturally appropriate outreach, therapy referrals, and resources.
- Maintain, distribute, and expand support packages for loss survivors and attempt survivors.
- Develop and support suicide-prevention campaigns, awareness events, and community healing activities.

Training & Education

- Become certified in QPR and provide suicide-prevention trainings for youth, families, schools, employers, and community partners.
- Deliver Mental Health Navigation trainings as needed.
- Explore additional evidence-based suicide-prevention certifications (MHFA, ASIST).
- Promote culturally grounded approaches to prevention and wellness education.

Data Monitoring & Reporting

- Track and report suicide-prevention activities, training participation, and behavioral-health indicators.
- Review crisis-hold and related behavioral-health data to identify trends and collaborate on community response strategies.
- Support quarterly reporting to tribal committees and leadership.
- Use data to guide prevention priorities and improve community safety.

Youth & Family Wraparound Support

- Conduct home, office, and community-based meetings to explain system-of-care services and obtain informed consent.
- Facilitate youth-driven and family-driven planning meetings using a culturally grounded wraparound model.
- Partner with youth to identify goals, strengths, needs, and natural supports.
- Develop individualized service plans and crisis plans with families.
- Coordinate care with mental health therapists, Cultural Mentors, and other service providers.
- Participate in cultural assessments and recommend cultural activities that support treatment goals.
- Maintain weekly contact with families and document all interactions.
- Identify service gaps and connect families to tribal and external resources.
- Maintain strict confidentiality and organized case files.

Community Engagement & Collaboration

- Build and maintain collaborative relationships with tribal programs, schools, health partners, and community organizations.
- Participate in community workgroups related to suicide prevention, youth wellness, and behavioral health.
- Support tribal government efforts such as proclamations, awareness initiatives, and community healing events.
- Attend staff meetings, trainings, and cultural events as assigned.

MINIMUM QUALIFICATIONS:

- Bachelor's or higher in Public Administration or related degree.
- Experience working with high-risk community members dealing with mental health and/or substance use disorders.
- Three years of experience in an administrative setting.
- One year of experience working in a healthcare setting *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:

- Cultural competence and sensitivity, with an emphasis on understanding historical trauma in Native communities. Understand the community's traditional beliefs, values, and practices.
- Ability to work as a member of a team and maintain positive relationships with co-workers and other agencies.
- Communication and listening skills to develop rapport with participants.
- Ability to build partnerships with stakeholders across multiple organizations and systems locally and nationally.
- Organizational skills.
- Office Skills: Knowledge of filing and good organizational skills. Must have knowledge of general office equipment and procedures.

- Must display excellent time management and problem-solving skills.
- Interdepartmental Communications: Ability to read, comprehend, interpret, and apply federal/state/interlocal regulations and guidelines within the tasks.
- Must be able to explain policies and procedures/rules and regulations in a clear and professional manner.
- Must be able to facilitate meetings and coordinate the with the Grants Office.
- Must be able to work both independently and as part of a team as well as manage and prioritize projects effectively to meet deadlines.
- Must handle sensitive information discreetly and maintain confidentiality in compliance with HIPAA regulations.
- Must be able to travel for work related seminars/workshops.
- Knowledge of local resources for mental health and co-occurring disorders (i.e., Housing, Food, Support groups, etc.).
- Ability to work collaboratively in a multidisciplinary team.

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.
- Must have CPR and First Aid certification within 30 days of hire.
- Must be accepting and respectful toward participants and staff.
- Must be flexible and able to work nights and weekends.

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.