



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:** Project Director

OPEN: October 28, 2026

EXEMPT: Yes

SALARY: \$48.00/Per Grant

SHIFT: Day

LOCATION: LNHC

DURATION: Regular Part Time

Grant Ends: 9/29/2031

CLOSES: November 12, 2026

JOB CODE:

DIVISION: HHS

DEPARTMENT: Behavioral Health

SUPERVISOR: BH Administrator

VACANCIES: 1

JOB SUMMARY: The Project Director is responsible for oversight of the project to work toward achieving the grant work plan and goals. Will work with internal and external parties to organize the various components needed to initiate, run and conclude the grant project. The Director will work closely with the Program partner staff and other appropriate Directors/Managers to ensure that all aspects of the project are efficiently and properly carried out.

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

1. Develop project policy, procedures, and protocols required for delivery of project services.
2. Provide program staff with orientation and training scheduled for year one to year five project goals and expectations for patient support and advocacy.
3. Provide and support a Lummi Standards of Care philosophy within Behavioral Health, Crisis Management, and BH grant departments as well as with Lummi programs.
4. Prepare progress reports, maintain data quality, and assist in completing all required online reporting systems, including SPARS quarterly reporting.
5. Work Alongside the Prevention Coordinator to support data collection, participant feedback, and outcome measurements.
6. Develop and maintain a detailed project schedule and timeline, including administrative and programmatic tasks.
7. Alongside the BH Administrator, participate in the development of the annual program budget and completion of grant reports as required.
8. Responsible to track project changes and produce timely verbal and written updates to leadership, partners, and staff.
9. Coordinate, arrange and develop internal and external communications regarding project implementation, outcomes, and development status.
10. Coordinate the development and implementation of designated "special project" activities, events, and initiatives.
11. Conduct day-to-day operational management of all activities, including staff orientation, training, and adherence to project policy, procedures, and protocols.

12. Demonstrate awareness of strengths and challenges involved in transformative system change within tribal communities.
13. Lead suicide-prevention initiatives grounded in the six pillars: Connectedness, Economic Stability, Access to Care, Education & Awareness, Lethal Means Safety, and Post-vention.
14. Identify community gaps and collaborate with cultural leaders, youth, and partners to develop culturally relevant prevention strategies.
15. Coordinate with tribal departments, schools, health partners, and community organizations to strengthen suicide prevention and wellness efforts.
16. Ensure all project activities are culturally responsive, trauma-informed, and aligned with tribal values and traditional healing practices.
17. Establish and facilitate a Project Advisory workgroup with youth, elders, and cross departmental representatives.
18. Ensure compliance with all federal grant requirements, including performance measures, timelines, procurement, and audit standards.
19. Develop and manage partnership agreements (MOAs) with internal and external agencies.
20. Collaborate with the behavioral health counseling and crisis teams to strengthen coordination and improve response pathways.
21. Alongside the BH social marketing coordinator, participate in the development of community outreach materials promoting wellness, stigma reduction, and help-seeking.
22. Lead development of sustainability plans to support continuation of services beyond the grant cycle.
23. Maintain systems for tracking deliverables, milestones, and outcomes in alignment with the grant workplan.
24. Provide regular updates to tribal leadership, the community, and funding agencies to ensure transparency and engagement.

MINIMUM QUALIFICATIONS:

- Master's degree in psychology, Education, Counseling, Social Work, or Behavioral Science from an accredited college or university.
- Active Washington State licensure as a Mental Health Counselor, Clinical Social Worker, or Marriage and Family Therapist. Associate licensure *required*; full licensure *preferred*.
- Three years experience working with patients with substance use and/or mental health disorder.
- Experience working with AI/AN populations *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:

- Ability to learn on the job and willing to participate in relevant job training opportunities as identified
- Proficiency with EHR applications (Ochin EPIC preferred)
- 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.
- Experience working with Native American children and their families.
- Must be accepting and respectful toward patients 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.