



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: Housekeeper
Lummi Tribal Health Center

OPEN: July 12, 2018

EXEMPT: No

SALARY: DOE

SHIFT: Varies

LOCATION: LTHC

DURATION: Regular Full Time

CLOSES: July 19, 2018

JOB CODE:

DIVISION: HHS

DEPARTMENT: LTHC

SUPERVISOR: Assistant Facilities Manager

VACANCIES: 1

JOB SUMMARY: The purpose of the work is to provide the cleanest possible environment for the patients and staff, by cleaning and disinfecting the Lummi Tribal Health Center and fitness center daily to reduce the risk of disease transmission. This work is imperative to the health and well-being of all entering the health clinic. Responsible for outside ground work around the clinic and Fitness Center. The job requires being on-call for facility and patient emergencies, inclement weather situations, and weekend hours.

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

1. Responsible for cleaning and disinfecting assigned areas daily. Items to be cleaned and disinfected include exam tables, waiting room furniture, res room fixtures, counter tops medical stands, and exam room sinks. Additional daily responsibilities include: vacuuming carpet, as well as, dusting, mopping, wet mopping and buffing floors.
2. Responsible for adhering to proper procedures when disposing of infectious waste from exam rooms and storing in proper containers until transporting to waste management disposal company. All infectious waste must be appropriately bagged in red plastic bags and protective gloves worn while handling bags.
3. Additional responsibilities include washing walls, windows and doors, furniture dusting, shampooing carpet, stripping and waxing floors, and emptying waste receptacles.
4. Responsible for cleaning emergencies and using proper procedures when responding to emergency cleaning requests.
5. Mandatory emergency contact for LTHC for emergency LIBC call-in list and emergency services such as Law and Order and Fire District.
6. Assists maintenance supervisor in maintaining facility and grounds.
7. May be required to work on Saturdays to cover the new Dental Clinic appointments.
8. May be required to work weekends as needed for shampooing rugs, stripping and waxing floors, and cleaning snow out of parking lot and off sidewalks.
9. Responsible to work with possible hazardous materials while cleaning or doing yard maintenance.
10. May work during inclement weather situations to ensure employee and patient safety or facility repair work.
11. Good customer service skills to work with outside vendors and contractors.

12. Responsible for ensuring patient and employee safety during situations such as hostile individuals, biohazard spills, facility hazards, and emergency weather conditions like power outages.
13. Available to help medical personnel during 911 calls or code alerts to help lift patients, facilitate EMS personnel access, and/or clean up biohazards.

MINIMUM QUALIFICATIONS:

- Availability to work variable hours
- Previous housekeeping/maintenance experience
- Availability to be on-call for facility emergency or after hours work
- 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:

- Demonstrate ability to follow instructions and material safety data sheets to complete work tasks safely.
- Demonstrate chemical safety skills.
- Ability to use heavy equipment such as tractor/bucket for yard work
- Ability to use yard equipment to maintain grounds such as riding lawnmower, push mower, weed eater, and edger.
- Ability to use power tools and various types of saws: skill saw, jig saw, sander, chain saw, hand saw, table saw to do basic carpentry.
- Demonstrate knowledge of basic plumbing. Ability to dismantle pipes and sinks to do minor repairs
- Demonstrate knowledge of basic electrical work to change light switches, fuses & ballasts, and change electric bulbs.
- Acquire skill to work on 50 ft. lift to change outside parking lot lights and facility light fixtures.
- Ability to do landscaping: trimming, pruning, re-soiling, mowing, edging, leaf blowing, weeding, and placing landscaping materials such as top soil, rocks, tarp and bark.
- Ability to do painting jobs, inside and outside clinic.
- Must maintain strict confidentiality at all times.
- Demonstrate ability to understand computerized security system.
- Ability to lift 75 lbs. on an occasional basis to complete various work tasks.
- Demonstrate knowledge of work tasks at LTHC and Lummi Fitness Center as needed.
- Demonstrate knowledge of working with possible hazardous materials such as cleaning supplies and pesticides.

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.
- Must possess a valid Washington State Driver's License and meet eligibility requirements for tribal insurance.
- This position requires regular contact with or Control over Indian Children and is therefore subject to an extensive Criminal Background Check and FAMLINK Check.

TO APPLY:

To obtain a Lummi Indian Business Council (LIBC) application go to: <http://lnnr.lummi-nsn.gov/LummiWebsite/Website.php?PageID=376> 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.