



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: Hepatitis C Project Assistant
Lummi Tribal Health Center (LTHC)

OPEN: September 10, 2020

EXEMPT: No

SALARY: (8) \$21.82-\$24.44 p/h DOE

SHIFT: Day

LOCATION: LTHC

DURATION: Regular Full-Time

Grant Ends 08/31/2021

CLOSES: September 16, 2020

JOB CODE:

DIVISION: Health & Human Services

DEPARTMENT: LTHC

SUPERVISOR: Public Health Director

VACANCIES: 1

JOB SUMMARY: As the Hepatitis C Project Assistant the employee will support and assist with all efforts of planning, implementation, and execution of a community wide HCV elimination and comprehensive harm reduction program based out of the Lummi Tribal Health Center.

Additionally, the employee will support work under the **CDC-RFA-OT18-1803** Tribal Public Health Capacity and Quality Improvement Supplement funding to prevent opioid overdose, while funding exists.

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

1. Provide support and assists in case management for HCV treatment at the Lummi Tribal Health Center.
2. Responsible to assist in compiling relevant lab data for HCV positive patients, update patient medical records, communicate and support provider treatment plans, work with pharmacy to ensure appropriate medication procurement, communicate directly with third party payers to acquire prior authorization for HCV medication.
3. Maintain and follows HCV treatment protocols on-site, monitors for changes in treatment or testing guidelines, communicates those to providers verbally and in writing.
4. Work with outside agencies including the Department of Health, Washington State Healthcare Authority, University of Washington Project ECHO, University of New Mexico Project ECHO, and the Northwest Portland Area Indian Health Board among others, to support the LTHC HCV elimination program.
5. Maintain patient registry through tracking patient lab data across multiple hospital and health systems.
6. Works directly with patients to ensure medication compliance and appropriate follow up prior, during, and after treatment.
7. Participate in Project ECHO calls when able; assists with coordinating calls, including providing relevant patient information to support provider presentations.
8. Work across departments including medical, lab, and pharmacy to maintain accurate HCV patient registry.

9. Transport patients to appointments and home visits to coordinate follow up as necessary.
10. Participate in the use of electronic health records for reporting of quality measures
11. Take every precaution to assure the patient and alleviate the emotional stress of patient as well as family members
12. Must have the unique ability to safely multi-task concurrently with addressing the broad range of requests from the community
13. Retrieve and research patient telephone requests and work with providers to determine appropriate response
14. Review and assist managing providers' daily, weekly & monthly patient schedules to ensure HCV patient care needs are anticipated prior to arrival at the clinic; works with the HCV Project Coordinator to have all relevant patient files prepared and ready for patient visits; prepares case files for Project ECHO consultations.
15. Work with outside agencies (i.e. hospital, specialty providers, extended care facilities, treatment centers, pharmacies, etc.) to schedule appointments, request office-visit chart notes, imaging/lab results and clarify medication orders. Prepare and provide any necessary correspondence for provider's signature.
16. Clerical work as needed. (i.e. filing, telephone calls, scheduling, adding electronic notifications, assisting with imaging and lab referrals)
17. Attends medical staff/nursing meetings as requested.
18. Assist other clinic staff members in AAAHC preparedness
19. Provide comprehensive harm reduction programming to Lummi community members.
20. Participates in community level harm reduction programming associated with CDC-RFA-OT18-1803 program goals.
21. Serves as the back-up HCV coordinator when requested.

MINIMUM QUALIFICATIONS:

- Bachelor's Degree (BA or BS) in a health, science, social service, or business field
- 1 year of Experience Using Microsoft Office Suite (Excel, Word, PowerPoint)
- Would substitute a Medical Assistant (MA) or LPN certificate in lieu of a bachelor's degree
- 1 year of experience working directly with patients in a medical setting
- 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 work well with a variety of team members and patients
- Knowledge and demonstrated ability to adhere to infection control policies including blood borne pathogens
- Excellent organizational skills and attention to detail.
- Dependable and reliable
- Ability to use mature judgment with sensitive situations
- Excellent customer service skills with the ability to successfully work with a wide variety of patients
- Knowledge and application of confidentiality and HIPAA regulations.

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.

- Participate in continuing education to maintain certification
- Work requires regular and recurring bending, lifting, stopping, and stretching while providing nursing care.
- Must maintain strict confidentiality at all times.
- Position is grant funded that will end on **August 31, 2021**. If additional funding is received this position will need to be reviewed for grading purposes

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.