



# 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/Facilities & Maintenance  
Lummi Tribal Health Clinic (LTHC)

**OPEN:** November 18, 2020

**EXEMPT:** No

**SALARY:** (5) \$14.35-\$16.07 p/h DOE

**SHIFT:** Day

**LOCATION:** LTHC

**DURATION:** Regular Full-Time

**CLOSES:** November 25, 2020

**JOB CODE:**

**DIVISION:** Health & Human Services

**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 (LTHC) and Fitness Center (FC) daily to reduce the risk of disease and virus transmission. This work is imperative to the health and safety of all entering the LTHC and FC. This position is responsible for maintenance of the interior and exterior grounds of the LTHC and FC. 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.

### HOUSEKEEPING

1. Responsible for cleaning and disinfecting assigned areas daily. Areas to be cleaned and disinfected include; exam tables, chairs, waiting room furniture, restroom fixtures, counter tops, medical stands, doorknobs, light switches and all high touch surfaces, and exam room sinks
2. Vacuum, mop, buff and wax and shampoo floors as needed
3. Responsible for adhering to infection control procedures when disposing of infectious hazardous and medical waste.
4. Wash walls and interior and exterior windows.
5. Respond to emergencies 24/7 for LTHC, FC, LIBC, Police Department and Fire District.
6. Responsible to work with possible hazardous materials while cleaning or performing grounds maintenance.
7. Frequent exposure to blood and other hazardous materials, communicable disease, toxic substance and harmful cleaning chemicals.

### MAINTENANCE & SAFETY

8. Assists Facilities and Maintenance Manager in maintaining facility and grounds with minor repairs and renovations
9. Assist LTHC programs and FC at special events for set up, take down and transport items as needed
10. Prepare LTHC and FC grounds during inclement weather to ensure safety of patients, employees and facility

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

**MINIMUM QUALIFICATIONS:**

- High School Diploma or GED
- 1-year housekeeping/maintenance experience
- Complete all training and certifications required per AAAHC accreditation; HIPAA, Blood Borne Pathogens, CPR, Mandatory Reporter, etc
- 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:**

- Excellent customer service and communication skills
- Demonstrate ability to follow instructions and material safety data sheets to complete work tasks safely.
- Ability to operate heavy equipment, power tools and yard equipment maintain facility and grounds
- Demonstrate knowledge of basic plumbing and basic electrical work for basic repairs and installation
- Demonstrate ability to understand computerized security system.
- Ability to lift 75 lbs. on an occasional basis to complete various work tasks.
- Must maintain strict confidentiality at all times
- Availability to be on-call for facility emergency or after-hours work
- Demonstrate knowledge of working with possible hazardous materials such as cleaning supplies and pesticides.
- Knowledge of LTHC & FC policies

**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.

**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](mailto: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.