

# Lummi Nation School

Educational Excellence for the Future



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*'Working together as one to Preserve, Promote and Protect our Sche Lang en'*

## JOB ANNOUNCEMENT

**JOB TITLE:** K-12 COVID-19 Coordinator

**OPEN:** March 31, 2021

**EXEMPT:** No

**SALARY:** (9) 25.09-\$28.10 p/h DOE

**SHIFT:** Day

**LOCATION:** Lummi Nation School

**DURATION:** Regular Full-Time

**\*\*Grant Funded 9/30/22\*\***

**CLOSES:** April 15, 2021

**JOB CODE:**

**DIVISION:** Education

**DEPARTMENT:** Lummi Nation School

**SUPERVISOR:** K-12 Principal

**VACANCIES:** 1

**JOB SUMMARY:** This is a non-clinical case COVID-19 Coordinator position responsible for providing support services to students and employees at Lummi Nation School (LNS) and providing consultation with faculty, staff, and coordination with Lummi Public Health. Duties include assigning responsibilities to support staff for response, creating and maintaining COVID case files, conducting contact tracing, and compiling data for LNS to and from Lummi Public Health Team. This is an administrative position reporting to the Principal and/or assigned designee.

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

1. Supervises the Assist. COVID Coordinator and COVID Support Workers
2. Provide by monthly statistical reports on COVID issues and cases with the LNS.
3. Assist with notification to parents regarding COVID issues that occur at the LNS.
4. Gather preliminary information for positive screens and suspected cases.
5. Maintain the Case & Close Contact list.
6. Assist Lummi Public Health with internal LNS contact tracing.
7. Assure safe, direct passage of symptomatic student/staff to Health Isolation area
8. Coordinate supervision for direct and safe passage to Isolation Room for students/staff who develop COVID symptoms while directing them to wait there while masked up and maintaining social distance until they leave the school.
9. Ensure that those in proximity or within the health/isolation areas are wearing proper PPE.
10. Notify parent/guardian/emergency contact to facilitate student/staff getting home safely.
11. Assure and ensure that student/students are released to parent/guardian or designee.
12. Coordinate infection control protocol, including cleaning protocols with LNS maintenance.
13. Notify infection Control Lead to initiate infection control protocols for proper cleaning between sick students within the health/isolation area.
14. In coordination with Lummi Public Health, provide updated protocols and school resources as new or revised guidelines become available.
15. Serve as point-of-contact for questions and information for the Lummi community regarding safety protocols for staff and students at LNS.

## **MINIMUM QUALIFICATIONS:**

- Bachelor's Degree **OR**
- 5 years of experience working in an administrative position
- COVID19 Coordinator experience *preferred*.
- Experience with Microsoft Word, Excel, PowerPoint, One Note
- Experience working with children or adults in COVID positive environment
- Emergency preparedness and response experience
- Experience in Tribal Community Relations
- Willing to become a member Lummi Nation School Safety Plan Committee
- 1 year of detailed report writing experience in school environment
- Previous work experience with Native American students *preferred*
- SCANs Process - Suspected Child Abuse and Neglect Training required or willing to be trained.
- Must have CPR and First Aid certification or willing to obtain.
- Lummi/Native American/Veteran preference policy applies.

## **KNOWLEDGE, ABILITIES AND SKILLS:**

- Ability to maintain a high degree of confidentiality of information.
- Ability to prioritize and organize effectively.
- Ability to multi-task, work in a fast-paced environment.
- Ability to communicate with employees, students, parents and external constituencies in a clear and professional manner.
- Become a member Lummi Nation School Safety Plan Committee
- Ability to collaborate well with tribal council and school board.
- Ability to listen effectively, work independently, and as part of a team.
- Knowledge of general office procedures and procedure development.
- Knowledge and ability to use the following office equipment, computer, telephone, copier, fax and calculator.
- Contact tracing knowledge is a plus.
- Understanding of personal protective equipment (PPE), standard safety precautions
- Ability to use Microsoft software applications (i.e. Outlook, Word, Excel, PowerPoint, One Note) proficient and willing to learn other data management systems.
- Strong interpersonal skills and the ability to work independently.
- Knowledge of HR policy, HIPAA and FERPA

## **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 an extensive Criminal Background Check and CAMIS Check with Washington State Patrol and Federal Bureau of investigation Fingerprint Clearance.
- Proof of U.S. Citizenship.
- Must be able to adhere to strict attendance expectations of the Lummi Nation School.
- Valid First Aid/CPR card maintained for duration of job.

## **TERMS OF EMPLOYMENT:**

- All elements of this job description apply.
- Position is grant funded that will end on **September 30, 2022**. If additional funding is received this position will need to be reviewed for grading purposes.

## **EVALUATION**

- Performance of this job will be evaluated in accordance with provisions of policy on Evaluation of Professional Personnel.

**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.