

Lummi Nation School

Educational Excellence for the Future



2334 Lummi View Drive / Bellingham, WA 98226

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

JOB ANNOUNCEMENT

JOB TITLE: Assistant COVID Coordinator

OPEN: April 13, 2021

EXEMPT: No

SALARY: (7) \$18.97 -\$21.25 p/h DOE

SHIFT: Day

LOCATION: Lummi Nation School

DURATION: Regular Full-Time-Grant Funded

Grant End Date: 09/30/2022

CLOSES: April 22, 2021

JOB CODE:

DIVISION: Education

DEPARTMENT: Lummi Nation School

SUPERVISOR: LNS COVID-19 Coordinator

VACANCIES: 1

JOB SUMMARY: This is a non-clinical case Assistant COVID Coordinator position responsible for providing support services to students and employees at Lummi Nation School as directed by the COVID Coordinator. Duties include creating and maintaining COVID case files, conducting contact tracing, and compiling data for LNS to and from Lummi Public Health Team. This position also includes providing consultation with faculty, staff, and coordination with Lummi Public Health for updated protocols as new or revised guidelines become available.

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

1. Operate the main entrance COVID screening area
2. Provide day to day assistance to the COVID Coordinator
3. Gather preliminary information for positive screens and suspected cases.
4. Along with COVID-19 Coordinator assist with maintaining the Case & Close Contact list.
5. Assist Lummi Public Health with internal LNS contact tracing.
6. Assure safe, direct passage of symptomatic student/staff to Health Isolation area
7. Assist COVID support staff with 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.
8. In collaboration with the COVID-19 Coordinator to ensure that those in proximity or within the health/isolation areas are wearing proper PPE.
9. Assist with notify parent/guardian/emergency contact to facilitate student/staff getting home safely.
10. Assure and ensure that student/students are released to parent/guardian or designee.
11. Assist with the coordination of infection control protocol, including cleaning protocols with LNS maintenance.
12. Assist with notifying infection Control Lead to initiate infection control protocols for proper cleaning between sick students within the health/isolation area.
13. In coordination with Lummi Public Health, provide updated protocols and school resources as new or revised guidelines become available.
14. When delegated by COVID-19 Coordinator serve as point-of-contact for questions and information for the Lummi community regarding safety protocols for staff and students at LNS.

MINIMUM QUALIFICATIONS:

- Two (2) Year Associates Degree Required
- Willing to work with children or adults that may have Covid-19
- Experience with Microsoft Word, Excel, PowerPoint, One Note
- Experience in Tribal Community Relations
- Previous work experience with Native American students preferred
- Must have CPR and First Aid certification or willing to obtain.
- 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 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.
- 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) 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.
- Valid First Aid/CPR card maintained for duration of job.
- Certificated in the SCANs Process - Suspected Child Abuse and Neglect Training required.
- 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.

TERMS OF EMPLOYMENT:

- All elements of this job description apply.
- Grant funded position Ending: September 30, 2022

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 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.