



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: Lummi Early Learning Covid Coordinator
Early Learning Program (ELP)

OPEN: May 11, 2022

EXEMPT: No

SALARY: (7) 18.97-21.25/hr. DOE

SHIFT: Days, Hours as Assigned

LOCATION: ELP Center

DURATION: Special Projects w/Benefits

GRANT ENDS: 9/30/2023

CLOSES: May 25, 2022

JOB CODE: 700

DIVISION: Education

DEPARTMENT: ELP

SUPERVISOR: Program Supervisor

VACANCIES: 2

JOB SUMMARY: Under the supervision of the Early Learning Director, the Covid Coordinator is the key resource and point of contact for all Covid related matters. They will be responsible for managing, planning, implementing, evaluating comprehensive environmental safety, interpretation and communication of complex regulations, medical data, and terminology. The Covid Coordinator will have extensive interaction with children/staff and their families enrolled in the Lummi Early Learning Programs.

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

1. Meet with the officials of Lummi Public Health and remain current on all approved novel Corona virus mitigation protocols.
2. Act as the single point of contact for the ELP program for parents, staff, and administrators to update closure and return dates for students and classrooms.
3. Coordinate with the Management team to oversee the development and implementation of the mitigation programs or Covid Contingency Plan.
4. Identify and communicate regularly with the ELP Director and key personnel to convey questions and seek answers from the LTPH regarding mitigation protocols. Periodically review the effectiveness of the Covid Contingency plan, update or improve as necessary.
5. Provide weekly Covid testing for staff members and students as needed or appropriate.
6. Maintain an adequate log, database, including the Case and Close Contact list and report monthly to ELP Director.
7. Maintain communication with classroom staff, front desk staff and management team daily regarding updates to the Covid tracker.
8. Entering data into appropriate data bases such as Child Plus/ELMS.
9. Assist Lummi Public Health with internal ELP contact tracing, notify, and maintain communications with parents/guardians/staff.
10. Assure safe, direct passage of symptomatic student/staff to Health Isolation area.

11. Work with Health Coordinators to ensure the health and safety of all children, including health plans, allergies, symptomatic students, and other health needs where symptoms may mimic the novel Corona virus, and fall within the scope of Covid-19 mitigation protocols.
12. Responsible to stay up to date on Lummi Public Health Covid guidelines.
13. Work with ELP Family Services regarding student absences due to Covid.
14. Assist the ELP Director or assigned by the ELP Director to prepare reports, write grant applications; Covid-19 virus mitigation protocol status reports that may include population statistics, medical doctor visits, or other information pertaining to the number and severity of impacts caused or related to the Covid-19 virus infection rates as it changes from time to time.
15. Other duties as assigned.

MINIMUM QUALIFICATIONS:

- High School Diploma or GED
- Certification and experience in the health and medical field such as a Certified Nursing Assistant, Medical Assistant or Physician Assistant preferred.
- Prior experience in Head Start/Early Learning or related field preferred.
- 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 communication skills, both verbal and written are essential.
- Excellent computer skills, including Microsoft Office, Internet, data entry and the ability to type 40 words a minute.
- Excellent observation and critical thinking skills.
- Excellent time management and organizational skills
- Ability to maintain records, files, and schedules.
- Continually seeking professional development opportunities with a focus on Child Health.

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.
- Upon employment obtain certifications with food handler's permit, CPR, HIV Training and First Aid
- Must attend new hire orientation.
- Must adhere to the Confidentiality Policy.
- Must be culturally sensitive.
- Must obtain and maintain TB Test, Immunizations current (Hepatitis B series, Tetanus, MMR, etc.) and provide proof for employee file.
- Must pass an initial health examination upon hire.
- Position is grant funded that will end on **September 30, 2023**. If additional funding is received this position will need to be reviewed for grading.
- Must be fully vaccinated for COVID-19 including two (2) doses of a 2-dose series, or one (1) dose of a 1-dose series, plus 14 days beyond the final dose prior to the start date.

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.