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: Home Caregiver
Lummi Home Care Agency (LHCA)
Lummi Tribal Health Center (LTHC)

OPEN: March 11, 2019
EXEMPT: No
SALARY: **4 (**$12.47 to $13.97) per hour
SHIFT: Day
LOCATION: LTHC
DURATION: Regular Full Time

CLOSES: April 23, 2019
JOB CODE:
DIVISION: HHS
DEPARTMENT: LTHC
SUPERVISOR: LHCA Supervisor
VACANCIES: 1

JOB SUMMARY: Under the direct supervision of the LHCA Supervisor or designee, the Caregiver is to provide Care giving services to Community First Choice (CFC) clients and as well as in their private residence. Provide services as outlined in the Client Plan of Care (CPC). These duties may extend to the home of elderly, disabled, and ill persons.

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

1. Implement and review per LHCA/LIBC Policy and Procedure Manuals
2. Ensure that the Fundamentals of Care per client's Plan of Care (CPC) are implemented.
3. Provide Home Care Services per the client's Plan of Care (CPC),
4. Develop and maintain Client's Charts.
5. Maintain weekly time sheets of services. Submit all reports in a timely manner
6. Calibrate with Caregivers, LHCA Staff and Health Care Professionals
7. Ensure confidentiality of client's health information and comply with all HIPAA guidelines and confidentiality policies of the LIBC, per Human Resources Policy & LHCA Policies
8. Call 911 in the event a client or elder is injured or becomes seriously ill, medical emergencies, stay with client or elder until emergency personnel comes to provide care.
9. Contact family members, if Caregivers had to call 911 in the event an elder is injured or becomes seriously ill in their own home
10. Contact assigned staff members on the emergency list, or their designated representative, for unusual circumstances and for direction
11. Will have a good attitude towards others; promoting good confidence of the facility.
12. Will work closely with supervisor on scheduling of duties in times of illness or leave
13. Will provide CPR/First Aid as needed
14. Responsible for getting to client's homes, either with agency vehicle or private owned vehicle, as needed
15. Provide client's transportation to scheduled medical appointment or essential shopping
16. Participate in all In-services and Training recommended by supervisor
17. Report to Adult Protective Services (APS), for any abuse toward an elder, in addition, will notify immediate supervisor of elder abuse incidents
18. Set-up Client files, Make copies of forms for client files, complete faxes, if needed, mail forms or paper work to other agencies as needed.

MINIMUM QUALIFICATIONS:

- High School Diploma or GED
- 1 year Care Giving experience working with elderly
- Must be at least 18 years of age
- CNA (Certified Nurse Assistant) *preferred*, or willingness to obtain within six months of hire
- 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:

- Desire to help people and enjoy working with the elderly.
- Ability to be responsible, compassionate, emotionally stable and cheerful
- Ability to work independently with minimal direction of supervision
- Possess good oral and written communication skills
- Capable of working with a variety of people, tribal departments and various professionals/agencies
- Ability to distinguish between, Authorized Care giving hours and Unauthorized Care giving hours.
- Willing to work flexible schedule and may be asked by supervisor to work on days not scheduled or when other government offices are closed.

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 Tribal Elders or vulnerable adults and is therefore subject to successful and extensive criminal background check, BCCU and CAMIS background checks and finger prints through Washington State Patrol
- TB test: WAC 388-78A-0480 applies
- First Aid/CPR Certification required (or within 90 days of hire)
- AED **defibrillator** Certification (or within 90 days of hire)
- Required to participate in annual HIPAA training
- Blood borne Pathogens (HIV/AIDS) training
- Current Food Handlers permit required (or within 90 days of hire)
- Required to complete 75-hour Fundamentals of Care giving includes Orientation and Safety in the first 200 days of employment and complete at least 12 hours of caregiver continuing education training annually
- Participate in Policies staff and program meetings, including consultations and supervision and professional training sessions as required by supervisor.

TO APPLY:

To obtain a Lummi Indian Business Council (LIBC) application go to: http://lnnr.lummi-nsn.gov/LummiWebsite/Website.php?PageID=376 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.