



# 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:** Adult Family Home Caregiver

(Training Provided)

\*Re-Advertise\*

**OPEN:** September 27, 2023

**EXEMPT:** Yes

**SALARY:**(7) \$20.07-\$22.60/hr. DOE

**SHIFT:** Day

**LOCATION:** Family Services

**DURATION:** Regular Full-Time

**CLOSES:** Until Filled

**JOB CODE:**

**DIVISION:** Health Care

**DEPARTMENT:** Lummi Family Services

**SUPERVISOR:** AFH Administer

**VACANCIES:** 4

**JOB SUMMARY:** The Selalexw A'leng Adult Family Home Caregivers provides leadership and direction for overall operations to provide quality patient care in accordance with all Lummi Nation's laws & regulations. This is a permanent and steady position in a home that provides 24/7 supervision to the clients living at the facility. Selalexw A'leng Adult Family Home has openings for 5-6 Caregiver trainees. We hold high standards pertaining to work attendance when it comes to our Lummi Elder resident's quality of care. This is a responsible and well-organized home that has commendable systems for all duties, with a great staff team who all work together without difficulty and drama. We are looking for someone responsible and who has a good work ethic and wholesome morals suitable to care for Lummi's treasured elders looking to find impeccable community members as soon as possible and start training right away. A great, friendly attitude, ability to multitask, open communication, accountability, and the ability to follow direction is key. Maintains punctual, regular, and predictable attendance.

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

1. Regular work attendance is required and expected, there will be no exceptions. "NO CALL NO SHOW", will not be tolerated, in doing so will be grounds for termination
2. Have a passion for working with seniors, completion of paid employment trainings- provided during onboarding.
3. Must obtain current CPR/1st Aid training (employer provided) & WA Food Handlers Permit Provides general attention to resident's needs.
4. Will keep the home clean and sanitary and follow a cleaning schedule, cooking meals (breakfast, lunch, dinner), daily laundry, administering medication, assisting residents with daily activities as well as providing care (showering, dressing, transferring, etc.), assisting with personal laundry, toileting, dressing, oral & hair care, and other needs based on individual service plans.

5. Provides companionship and observes to ensure safety and to report condition changes interacting with the residents and above all creating a positive, safe, and trustworthy atmosphere.
6. Ensure facility is impeccably clean and safe for the comfort, convenience and safety of patients, families, and staff.
7. Must be able to work weekends and have some schedule flexibility.
8. Have the ability to implement BEST practices for programs, goals, objectives, policies, and procedures of the home, with the goal of increasing quality of life for each resident.
9. Perform proficiently in all competency areas including but not limited to patient rights, and safety and sanitation.
10. Maintains confidentiality of all proprietary and/or confidential information
11. Understand and follow company policies including harassment and compliance procedures.
12. Must exhibit excellent customer service and a positive attitude towards patients.
13. Well-developed human relations skills and ability to work in a team-based environment.
14. Computer experience is required. Must have ability to work with programs such as Word, Excel, PowerPoint, and email, additional medical software program (EPIC) experience is *preferred*.
15. Must have the ability to function effectively under pressure of time and/or demands of several tasks at once by effectively planning, organizing, and prioritizing work to meet deadlines, and ensure accuracy in completing work.
16. Maintains confidentiality of all records and information in compliance with HIPPA, federal and state regulations and Tribal policies.
17. Ability to maintain strict confidentiality of records and information pertinent to the nature of the work.
18. Must respect and honor Tribal Culture and traditional practice rights.

**MINIMUM QUALIFICATIONS:**

- High School Diploma or GED
- One (1) year of similar experience.
- 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:**

- Home Care Aide Certification and 75 Hour Training Active BLS and First-Aid Certification & Food Safety must be completed within the first 90 days of hire.
- Ability to read and interpret medical related documents such as safety rules, operating and maintenance instruction, and procedure manuals.
- Ability to write routine reports and correspondence.
- Mathematical Skills, Ability to calculate. Ability to apply concepts of basic algebra and geometry.
- Ability to always maintain the strictest of confidentiality.

**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.
- 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](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.