



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:** Patient Greeter

OPEN: April 16, 2024

EXEMPT: No

SALARY: (5) \$15.21-\$17.13/hr. DOE

SHIFT: Day/Flexible

LOCATION: LTHC

DURATION: Special Project

GRANT ENDS: 12/31/24

CLOSES: April 23, 2024

JOB CODE:

DIVISION: Health & Human Services

DEPARTMENT: LTHC

SUPERVISOR: Medical Records Supervisor

VACANCIES: 1

JOB SUMMARY: This position will warmly Greet and welcome patients and visitors at the main entrance of the health center lobby upon arrival and direct them accordingly and provide general information.

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

1. Responsible to call 911 in the event of an emergency
2. Greet and welcome patients and guests with a positive attitude
3. Answer questions and provide assistance upon request for services available including appropriate wayfinding
4. Escort patients to their destination as needed
5. Responsible for offering wheelchairs as needed and maintaining the wheelchair cleaning and storage process.
6. Serve as the interface of the health clinic and the general public
7. Assist patients entering or exiting vehicles as needed
8. Assist to help receive package deliveries
9. Contacts Security or Facilities for assistance when necessary
10. Monitors overall appearance of the clinic entrance

MINIMUM QUALIFICATIONS:

- High School diploma or GED required
- 1 year of experience in customer service *preferred*
- Lummi/Native American/Veteran preference policy applies.

KNOWLEDGE, ABILITIES AND SKILLS:

- Possess excellent verbal and interpersonal communication skills
- Possess excellent customer service skills.
- Knowledge of general health services and their location
- Ability to resolve unforeseen problems with little to no direction from management

- Able to maintain strict confidentiality of sensitive information
- Ability to maintain good working relationship with Supervisor and other health center employees.
- Ability to maintain strong work ethics including attendance and punctuality.
- Must be able to stand for long periods of time
- Able to lift and/or move up to 30 pounds
- Other duties as assigned

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 successful and extensive criminal background check, CAMIS background check.
- Must pass a Tuberculosis test and other required requests to work within a healthcare facility.
- Must acquire HIPAA training and comply with confidentiality regulations (willing to train within 90 days of hire).
- Must acquire knowledge of eligibility requirements of the Lummi Tribal Health Center (willing to train within 90 days of hire).
- Position is grant funded that will end on **December 31, 2024**. If additional funding is received this position will need to be reviewed for grading purposes
- 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.