



# 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:** Caregiver  
(Lummi Home Care Agency)

**OPEN:** September 4, 2024

**EXEMPT:** No

**SALARY:** (6/7) \$17.47-\$22.60/hr. DOE

**SHIFT:** Day

**LOCATION:** Little Bear Creek

**DURATION:** Regular Full Time

**CLOSES:** September 11, 2024

**JOB CODE:**

**DIVISION:** Family Services

**DEPARTMENT:** Senior Program

**SUPERVISOR:** Outreach Supervisor

**VACANCIES:** 2

**JOB SUMMARY:** The home caregiver provides in-home personal care services to clients. This includes, but not limited to light housekeeping, meal prep, laundry, and ADL's according to **Home Plan of Care**. Empathy, patience, and good management skills are required for this position.

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

1. Must follow the Lummi Home Care Agency (LHCA) Policy and Procedure Manual
2. Must review the clients **Home Plan of Care** prior to each home visit and following duties to be performed.
3. Responsible for personal care services of eating, dressing, bathing, body care ambulation, toileting, positions and assisting with self-medication as defined in the clients plan of care.
4. Responsible for home care services of housework, laundry, meal preparation, essential shopping, medical transportation, companionship, and protective supervision per a defined in client's Home Plan of Care.
5. Keep records of services performed and client's condition and progress. Report client's condition and progress. Report client's refusal of services and change in client's condition to supervisor of LHCA.
6. Use new EVV Software on iPad provided as scheduled
7. Work cooperatively with other caregivers and other healthcare professionals including nurses, therapists and medical staff of LIBC
8. Complete 75-hour Fundamental of Caregiving in the first 120 days of employment and complete at least 12 hours of caregiver training annually.
9. Work independently but following a detailed task assignment and has contact the supervisory by phone as needed.
10. Maintain confidential policies of the LIBC per HR Policy
11. Call 911 in the event of a resident is injured or becomes seriously ill in their home.
12. Contact the assigned staff member on your emergency list, or their designated representative for unusual circumstances and for direction.
13. Will have a good attitude towards other promoting the morale of the facility (Zero tolerance Harassment policy for LHCA)

14. This is an “Essential Staff” position and as such may be asked to work on days not scheduled or when other government offices are closed.
15. Responsible for scheduling appointments and transportation to appointments as necessary.
16. Will work closely with supervisor on scheduling of duties in times of illness or leave.
17. Will participate in all In-Services and training recommended by supervisor.
18. Will report to Adult Protective Services (APS) for any abuse towards an elder and will notify supervisor.
19. Check to see if client has an Advanced Directive and make sure it is posted on the refrigerator.

#### **MINIMUM QUALIFICATIONS:**

- High School Diploma or GED
- Must complete HCA Certification and be certified within 200 days of hire
- Must obtain 75 of Fundamentals of Caregiving within 120 days of hire.
- First aid/CPR training, AED required, and food handlers permit within 120 days of hire.
- Exceptional with Office 365 Outlook, Word, Excel, Power Point, Well sky portal
- Must possess a valid Washington State Driver’s License and meet eligibility requirements for tribal insurance. *preferred*
- Lummi/Native American/Veteran preference policy applies.

#### **KNOWLEDGE, ABILITIES AND SKILLS:**

- Ability to cope with stressful situations firmly, tactfully and with respect.
- Ability to write clear and concise reports in progress notes, and other correspondence as required
- Ability to maintain effective relationships with fellow employees and with residents and /or citizens with varied racial, ethnic, or economic background.
- Ability to maintain strict Confidentiality at all times.
- Have high moral character, which includes honesty and trustworthiness, have a high integrity, sound judgment and temperate habits
- Demonstrate desire to help people and must enjoy working with the elderly
- Responsible, compassionate, emotionally stable, and cheerful.
- Ability to work independently with minimal direction and supervision.

#### **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 criminal background check.
- Must be available 24-hour basis
- Completion of the HIPAA training to obtain certification within 120 days of hire
- Must become familiar with and abide by all Policies and Procedures for Lummi Home Care Agency and Little Bear Creek Seniors Program. Also, must be compliant with all LIBC Human Resources Policy & Procedures.
- Mandatory Reporter for the Elder Abuse or Vulnerable Elder Abuse per Title V of the Lummi Nation of Laws and have the willingness to participate in training in regard to this responsibility
- Must have CPR certification or obtain certification within 120 days of hire.
- As recommended by the LHCA Coordinator, shall attend required training, seminars, and/or conferences
- 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.