

JOB ANNOUNCEMENT
Safety/COVID Coordinator (FT, 12 months)

Opening Date: June 28, 2021
Review Date: **Extended to October 16, 2021**
Closing Date: Open until filled
Start Date: As soon as possible
Location: Lummi Main Campus
Salary: \$45,000 to \$57,200 Max DOE

The salary placement upon hire is based on the selected candidate's education and relevant work/school experience as outlined in the job announcement and the established salary schedule for the classification of position to be filled.

This position is funded by the COVID-19 CARES Act, with continuation dependent on available funding. All duties will be focused toward the preparation and safety management of all students and staff during this pandemic.

Northwest Indian College hiring practices include adherence to the Indian Preference Act (Title 25, U.S. Code, Section 473). NWIC supports and provides equal opportunity employment and educational opportunities without regard to race, color, religion, national origin, sex (including pregnancy), disability, age, veteran status, sexual orientation, gender identity or expression, marital status or genetic information.

SCOPE OF WORK/SCHOOL

The Safety/COVID Coordinator will be the key resource and central point of contact for all matters in relation to COVID-19 for the NWIC campus community. The Coordinator is responsible for implementing all applicable procedures adopted by NWIC in response to the pandemic. The Coordinator serves as a member of the NWIC Emergency Management Team and works in conjunction with the HR Director and other NWIC personnel, including the Facilities Maintenance Director.

The Coordinator is in charge of maintaining workplace safety by limiting potential environmental hazard risks to students and employees. The main task is to ensure that NWIC follows safety standards and government regulations, including providing training and educating employees and students, designing and implementing safety processes and procedures, and maintaining documentation and records.

DUTIES & RESPONSIBILITIES

- Assist in conducting official employee CPR/First Aid/Blood Borne Pathogen trainings, with each certificate to be provided to HR for employee's personnel file.
- Assist with revisions of the emergency management team (EMT) plan by participating as a regular EMT committee member.
- Responsible for promoting work/school place safety in collaboration with NWIC Public Information Officer through flyers, e-mails, social media, etc.
- Ensure NWIC compliance with all Federal, Lummi Tribal Health, Washington State and local restrictions and orders related to controlling and eradicating COVID-19.
- Act as the contact point for the NWIC community, including students, faculty, staff, administrators and vendors, for any COVID related questions and the actions taken to be COVID safe.
- Communicate with employees/students/visitors regarding protocols for work/school safety on campus or satellite sites, such as but not limited to:
 - Ensuring that a minimum of six (6) feet physical distancing is maintained throughout all facilities by employees/students/visitors.
 - Requiring and constantly reminding anyone to stay home if they are sick.
 - Discouraging employees/students/visitors of sharing, without first cleaning and disinfecting before and after use, items with other employees/students/visitors, such as phones, kitchen/break room supplies, desks, offices, tools and equipment.
 - Posting, in areas visible to all employees/students/visitors, a weekly COVID-19 newsletter, hygienic practices and physical distancing recommendations.
 - Overseeing the implementation of a daily attendance log of all employees, students and visitors and ensuring the temperature screening process is being properly applied.
- Communicating with employees regarding taking COVID related leave and returning to work such as:
 - How employees should provide notice to Safety/COVID Coordinator and supervisor when leave is needed.
 - Providing information to employees from Lummi Tribal Health regarding quarantining and returning to work.
 - What to do if an employee has a sick family or household member at home with COVID-19.
- Assist the Academics and Student Services departments as they establish their student procedures/policies pertaining to Covid-19.
- Communicate with Facilities Maintenance regarding protocols for vendors working on campus or satellite sites, such as:
 - Ensuring vendors/suppliers receive safety orientation and have taken steps to address proper handling and cleaning of the facility, vehicles, equipment, tools, uniforms and other personal equipment.
 - Daily checks of inventories to promptly inform the appropriate procurement personnel of any shortages of cleaning supplies, including washing stations, soap and/or hand sanitizer.
 - Verify installation of easily accessible disinfectant gel dispensers for staff, visitors, suppliers, and customers.
 - Reporting any need for additional area cleaning to supervisor.

- Discontinuing, until properly cleaned, the use of any working space, vehicles, tools and equipment used by an employee that is sent home due to illness, or is quarantined due to confirmed COVID-19 or COVID-19 like symptoms.
- Coordinate with Facilities Maintenance Director to oversee the development and implementation of the organization's COVID-19 Safety Plan and Enhanced Cleaning Procedures.
- Periodically review the effectiveness of the COVID-19 Safety Plan and amend, update or improve as necessary.
- Assist NWIC to safely return to operations and to safely increase or add activity as permitted by Lummi Tribal Health, Washington State and CDC guidelines. Additional health and safety guidance will be considered with NWIC satellite sites Tribal Health departments.

Other Health and Safety Related Duties:

- Conduct safety training and risk assessment.
- Perform campus and satellite site safety reviews.
- Ensure first aid requirements are met.
- Ensure first aid supplies are properly stocked.
- Monitor that all employees/students/visitors are acting in adherence with rules and regulations.
- Prepare and present reports on accidents and violations and determine causes.

SUPERVISOR RESPONSIBILITIES

There are no supervisory responsibilities assigned to this position

QUALIFICATIONS to perform the position successfully:

Minimum Qualifications:

- Bachelor's degree in business administration, environmental health, occupational safety and health or related field. **OR** 2-year degree with 2 years' experience directly related to a Safety Coordinator or similar role such as police officer, investigator or agent.
- Experience with writing policies and procedures for health and safety.
- Must possess a valid Washington State Driver's license and meet eligibility requirements for tribal insurance.

Preferred Qualifications:

- OSHA or other Safety Certification.
- Experience work in a tribal college setting.
- Experience with and sensitivity to Native American people and cultural customs.

Knowledge, Skills and Abilities:

- Must have familiarity with local, state, tribal and federal safety rules and regulation.
- Must understand and know how to use the Federal OSHA, WISHA, and TOHHA regulation.
- Knowledge of potentially hazardous materials or practices.
- Excellent communication skills both orally and written.
- Detail oriented and has time management skills.
- Outstanding organizational skills.

- Outstanding interpersonal skills and experience.
- Ability to prioritize workload and work well under pressure of numerous deadlines.
- Self-started and self-motivated to seek out safety concerns within the College and its satellite sites.
- Ability to work on assigned tasks as well as to accept direction on given assignments.
- Ability to read and interpret documents such as Human Resource policies and procedures.
- Ability to speak effectively before groups of clients or employees of the organization.
- Ability to establish good working relationships with NWIC Department Deans/Directors/Managers/Supervisors/Executive Team.
- Ability to define problems, collect data, establish facts, and draw valid conclusions and see the process through to a reasonable solution.
- Understand and know how to use the Federal OSHA and WISHA regulation.
- Must comply with privacy rules and regulations regarding student and employee rights to including FERPA, HIPPA etc.
- Knowledge of Tribal First process.
- Familiarity with conducting data analysis and reporting statistics.
- Proficient in MS Office.
- Critical thinker and problem-solving skills.
- Team player.
- Great interpersonal and communication skills.

APPLICATION PROCESS

Interested individuals should submit the following application materials directly to the NWIC Human Resources Office only.

1. Cover letter addressing how you meet the position qualifications
2. NWIC Application
3. NWIC Equal Employment Opportunity (EEO) form
4. Current and complete professional resume
5. Copies of college transcripts (*can submit unofficial copies at time of application*)
6. Three letters of recommendation from persons, who are not members of your immediate family, who have firsthand knowledge of your qualifications for the position
7. If applicable to the position, provide copies of certificates/licenses/credentials

The job announcement and application forms are available online at <https://www.nwic.edu/about-nwic/employment/> from and submitted directly to:

Human Resources
Northwest Indian College
2522 Kwina Road
Bellingham, WA 98226-9278
Telephone/Fax: 360.392.4230
Email: employment@nwic.edu