



## **NOTICE OF EMPLOYMENT OPPORTUNITY**

**Position Title:** COVID-19 Response Coordinator  
TEMPORARY (12/2020 – 7/2021)

**Classification:** Exempt (Salaried)

**Closes:** December 16, 2020

**Salary:** \$19.50/hr. - \$30.00/hr. based on experience

### **I. General Description of Work**

This position consists of management of COVID-19 response activities for the Little Shell Tribal Health Department and will be working with Tribal Members who have questions about or who have been diagnosed with COVID-19 to identify and provide support to people (contacts) who may have been infected through close contact with the patient. This position focuses on activities involving people who may have been exposed to the virus, through close contact with a person diagnosed with COVID-19.

#### **A. Program Management & Responsibilities**

Directs the operation of COVID-19 response, emergency preparedness and connecting families to necessary services. This includes development, management and establishment of relationships with community partners, as well as, providing education and guidance to tribal members.

Manages all COVID-19 response activities, prevention and control of COVID-19 and other infectious diseases (i.e. influenza), develops appropriate operating policies and procedures.

Oversees Performance Improvement Process related to Emergency Management, attend local and state emergency management meetings and maintains a positive working relationship with area law enforcement and disaster preparedness personnel.

Establish mechanisms to collect, review, and track data required by local, state, and federal entities which are consistent with the facility's policies and procedures.

Monitors the effectiveness of changes in safety plans, policies and procedures.

Performs assigned incident command role during drills, exercises, and real word emergencies.

Provides care coordination, referral and follow-up to individuals and families.

Uses epidemiological surveillance methods in community outreach, screening and case findings in communicable and infectious diseases that threaten the health of the Little Shell Tribe.

In accordance with state regulations, assist with surveillance, case management, and contact tracing; collaborate with health care providers, community partners, and community health promotion Provide administrative assistance at health clinics; attend emergency preparedness meetings and assist with COVID-19 vaccination site set-up and data collection as needed.

Adheres to all applicable policies, procedures, standards and regulations.

**B. Fiscal Management & Responsibilities**

Collaborates with other tribal departments and staff to develop program budgets.

Explores opportunities to leverage funds to increase budgetary opportunities.

Adheres to the Tribe's procurement policy of all purchases and changes to programs.

**II. Supervision Received**

This position reports directly to the Tribal Health Director. In collaboration with the Tribal Health Director, this position fully manages the functions and operations of this program subject to tribal policies, guidance and direction of the Tribal Council. This position makes a variety of decisions independently and in collaboration with the Tribal Health Director (routine, non-routine, complex and non-complex) on a daily basis.

**III. Supervision Exercised**

This position functions as a program supervisor providing full program supervision.

**IV. Working Relationships**

Relationships are typically with community partners, Tribal, State and Federal officials, clients, tribal departments and the general public for the purpose of providing information and assistance, resolving conflicts, solving problems and providing services.

**V. Working Conditions & Location**

This position is located in Great Falls, Montana at the Little Shell Tribal Headquarters. Office and medical environments with exposure to common hazards and normal effort required. This position may require travel time out of the area for training and/or meetings related to this program.

**VI. Qualification Requirements**

**A. Minimum Training and Experience** - National Incident Management System (NIMS) certifications, ACE and IPV knowledge and training preferred, but not required. Clean background check and clean drug screen.

**B. Skills** – Strong verbal and written communication skills, including active listening, emotional intelligence, the ability to interact in a non-judgmental manner with culturally diverse populations and persons experiencing a wide range of social conditions, critical thinking and problem-solving skills, the ability to use sound judgment in responding to client issues and concerns, ability to adapt to changing environments and receive constructive feedback.

Customer service, interpersonal communication and problem solving/conflict resolution, Microsoft Office, databases, creating reports and providing support to PHEP/CD staff with data entry,

establishing effective working relationships with community partners employees, Federal and State agencies, private agencies and the general public, working with individuals with diverse social economic and cultural backgrounds in an empathic, non-judgmental, respectful and professional manner, reviewing and analyzing data, Quality Improvement.

**C. Abilities** – Efficient use Microsoft Office and databases to create reports and provide support and guidance to the Little Shell Tribe, maintain updated and current PHEP/CD program files, proficient operation of a computer and to achieve knowledge of additional computer applications as needed to complete required job duties, adhere to HIPPA and maintain strict standards of confidentiality and compliance with multiple privacy and security rules, work collaboratively with management, co-workers, multiple agencies and organizations, practice good public relations and display sound judgment and decision-making skills within established policies and procedures in stressful situations, coordinate and prioritize multiple tasks, understand and follow oral and/or written policies, procedures, and instructions, demonstrate high attention to detail, possible occasional travel for state-wide trainings, establish and maintain effective and professional working relationships with other Tribal departments, employees, federal and state agencies, private agencies and the public, communicate in a professional and effective manner with others, both orally and in writing information, clearly and concisely, read, review, analyze, compile, comprehend information, records, reports and materials, accurately record and log time and activities, remain flexible and meet established timelines and/or deadlines, adapt to changes in the work environment, delays and or unexpected events, manage competing demands by changing approach or methods to best fit the situation, respond appropriately and effectively to an emergency and/or crisis situation, employ and enforce safety practices and procedures, follow established procedures of universal precautions with regard to disease/infection control techniques, teach and demonstrate established PHEP/CD program procedures, practices and standards, observe established lines of authority, identify problems that adversely affect the organization and its functions and offer positive suggestions for improvement, practice interpersonal communication and conflict resolution, work independently and as a team member with minimal supervision, demonstrate a strong work ethic, organize and prioritize tasks and work environment to maximize efficiency, make independent decisions, accept responsibility and be self-motivated, perform other related duties as required or assigned.

**D. Preferred Qualifications** - Experience conducting telephone-based or in-person interview, data collection and data entry are preferred. Experience with health education, community outreach, linkage to care, social services, or other public health services. Experience with Emergency Management Planning and program management.

**E. Minimum Educational Qualifications** - High school diploma or General Education Development (GED) equivalent with a minimum two years of applicable community experience.

**F. Preferred Educational Qualifications** - Associate degree or equivalent with up to one year of applicable community experience • Bachelor's degree or higher from an accredited college or university, with no experience. Valid Driver's license with no drug or alcohol related convictions for the last three years. Must be able to travel out of the area for training, meetings, conferences, etc.

**G. Client Service Skills** – Must possess excellent client service skills and be able to effectively and efficiently communicate with clients about the Little Shell Tribal response to COVID-19.

**VI. Conditions of Employment**

- A. Candidates must be able to pass a drug test at the time of hire and throughout employment.
- B. Candidates must pass a criminal background check at the time of hire and periodically throughout employment.
- C. Candidates must possess a current professional license in the State of Montana.
- D. Candidates must possess a current driver's license and meet insurability requirements of the Tribe.

**VII. Indian Preference**

This position is subject to the Tribe's Indian Preference Policy.

**VIII. How to Apply**

Qualified Candidates must submit the following materials to: [m.wendland@lstribe.org](mailto:m.wendland@lstribe.org)

- A. Resume
- B. Cover Letter
- C. Salary expectations or history
- D. Three professional references

Any questions should be directed to [m.wendland@lstribe.org](mailto:m.wendland@lstribe.org)