



TRIBAL PERSONNEL DEPARTMENT

JOB ANNOUNCEMENT-REPOST

JOB TITLE: COVID-19 Lead Staff
SUPERVISOR: PCHC Community Health Department Supervisor
LOCATION: Peter Christensen Health Center
POST DATE: 12/20/2021
CLOSING DATE: Open until filled

General Description: The primary responsibility of this position is to work closely with the Community Health Department staff, clinic providers and nurses, and members of the Incident Command Team. The COVID-19 Lead Staff will be working in the office and in the community to respond, mitigate, and recover from the COVID-19 pandemic for the Lac du Flambeau Community.

Qualifications: Associate Degree from an accredited nursing program. Must hold current Wisconsin Registered Nursing license with no restrictions or violations with the Wisconsin Nursing Board. Two years' experience working in a Health Care setting. Working with Native American population, Public Health/Community Health field preferred. **(This position is considered safety sensitive and requires a drug screen test for all substances including Marijuana)**

Salary: Negotiable dependent upon qualifications.

How to Apply: Submit your application for employment, and notarized release of information form by the deadline. Applications and detailed job descriptions can be located on our website www.ldftribe.com or are available at the William Wildcat Tribal Center in the Human Resources Department. Please submit your application materials to:

Human Resources Department
P.O. Box 67
Lac du Flambeau, WI 54538
715-588-3303
Email: hr@ldftribe.com

Native American preference will be applied to hiring of this position as defined in Title 25, U.S. Code, Chapter 14, Subchapter V, subsection 273 & 274. We are an equal opportunity employer with preference given to qualified Native American applicants in accordance with federal law and tribal policy.

**Lac du Flambeau Band of Lake Superior Chippewa Indians
Nonexempt Position Description**

A. TITLE OF POSITION: COVID-19 Lead Staff

B. DEPARTMENT: Peter Christensen Health Center

C. SUPERVISOR'S TITLE: PCHC Community Health Department Supervisor

D. DESCRIPTION OF DUTIES: The COVID-19 Lead staff will be working in the office and in the community to respond, mitigate, and recover from the COVID-19 pandemic for the Lac du Flambeau Community. This position will work closely with the Community Health Department staff, clinic providers and nurses, and members of the Incident Command Team. Specific position responsibilities include, but are not limited to the following:

1. Lead planning efforts for vaccine and testing events.
2. Administer COVID vaccines and other vaccines when indicated.
3. Perform COVID-19 test collection on patients when indicated.
4. Schedule patients for upcoming testing and vaccination events.
5. Answer questions regarding COVID-19 symptoms, home treatments, quarantine, or isolation requirements, vaccination and testing.
6. Maintain knowledge of COVID-19 developments and current recommendations.
7. Help with maintaining appropriate levels of medical supplies and PPE for office visits, testing, and vaccination events.
8. Refer patients to other health care professionals for question that he/she is unable to answer as appropriate.
9. Maintain a safe and clean working environment.
10. Understands and practices the principles of HIPAA and participates in related mandatory training and enforces standards and regulations of HIPAA with all employees.
11. Maintain required PCHC trainings.
12. Participates in all training, meeting, and committees requested.
13. All other duties as requested.

E. POSITION RELATIONSHIPS:

1. **Internal:** Frequent contact with PCHC staff and departments.
2. **External:** Frequent contact with patients, community partners, and other tribal programs.

F. SUPERVISORY RESPONSIBILITIES: None

G. SUPERVISION RECEIVED: Operates under the supervision and direction of the Community Health Department Supervisor.

H. EDUCATION: Associate Degree from an accredited nursing program. Must hold a current Wisconsin Registered Nursing license with no restrictions or violations with the Wisconsin Nursing Board.

I. EXPERIENCE: Working in a health care setting for two years, working with Native American population, Public Health/Community Health field preferred.

J. SKILLS:

1. Works as part of a team.
2. Ability to relate well to vulnerable populations, recognizing their right to participate in health care planning and decision-making.
3. Ability to work in Microsoft Word and Excel.
4. Maintain a current CPR certification.
5. Ability to multi-task in a busy work environment.
6. Possess appropriate telephone etiquette.
7. Ability to communicate with other healthcare professionals and patients in a professional manner.
8. Knowledge of common safety hazards and precautions to establish a safe work environment.
9. Ability to identify and maintain confidential material.
10. Prepare and maintain records, writing reports, and responding to correspondence.

K. WORKING ENVIRONMENT:

1. **Work Conditions:** Office environment with field work.
2. **Exposure to Hazards:** Exposure to communicable diseases, toxic substances, medicinal preparations, and other conditions common to a clinic environment.
3. **Physical Requirements:** Prolonged standing, frequent sitting and walking, bending, and lifting and carrying items weighing up to 50lbs., occasionally and up to 10lbs frequently.

L. BEHAVIOR: The vision, goals and objectives of the Lac du Flambeau Band of the Lake Superior Chippewa Indians requires the COVID-19 Lead Staff to perform in both a professional and personable manner. The manner in which the employee relates to fellow employees, customers and visitors is considered parallel in importance to technical knowledge and ability. Respect and consideration given to the dignity of each customer, visitor and fellow employee is a requisite of successful job performance. Any attitude or behavior that will tarnish the name or reputation of the Lac du Flambeau Tribe will not be tolerated and is subject to disciplinary action.

M. OTHER: Demonstrate a strong commitment to cultural beliefs and values of the Lac du Flambeau Band of Lake Superior Chippewa Indians and the governing Tribal Council. Practices cultural sensitivity at all times, recognizing the respective diverse work styles within the organization and the Lac du Flambeau community. Must submit to a drug test prior to commencing employment and random testing thereafter. Criminal background check required applicable to the job description. Employee must provide proof of immunity to measles, mumps, rubella, varicella at the time of employment and submit to a TB test. Employees must show proof of a full series (either one dose or two-dose) of COVID-19

immunization upon hire OR have an approved religious or medical exemption approved prior to start date. As an employee of the Tribe, he/she will be subject to the Policies and Procedures of the Lac du Flambeau Band of Lake Superior Chippewa Indians.

N. SIGNATURES:

Employee **Date**

Manager **Date**

Previously signed
Administrator **Date**

Previously signed
Human Resource Director **Date**