



## TRIBAL PERSONNEL DEPARTMENT

# JOB ANNOUNCEMENT

**JOB TITLE:** COVID-19 Support Staff  
**SUPERVISOR:** PCHC Community Health Department Supervisor  
**LOCATION:** PCHC Community Health Department  
**POST DATE:** January 14, 2022  
**CLOSING DATE:** January 28, 2022

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**General Description:** The primary responsibility of this position is to work in the office as a phone attendant to answer questions regarding COVID-19 from the general public. This position will also assist in planning vaccination and testing events. This position will work closely with the Community Health Department staff, clinic providers, and nurses, and members of the Incident Command Team.

**Qualifications:** High School Diploma or equivalent required. Degree in healthcare field required. An equivalent of experience in a health care setting will be considered. (This position is considered safety sensitive and requires a drug screen test for all substances including Marijuana)

**Salary:** \$14.00-\$17.00/hr.

**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](http://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](mailto: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 Support Staff

**B. DEPARTMENT:** Peter Christensen Health Center

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

**D. DESCRIPTION OF DUTIES:** The COVID-19 Support Staff will be working in the office as a phone attendant to answer questions regarding COVID-19 from the general public. This position will also assist in planning vaccination and testing events. 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. Answer the COVID phone line and either direct calls to the correct staff members or take messages.
2. Schedule patients for upcoming testing and vaccination events.
3. Answer general questions regarding COVID-19 symptoms, home treatments, quarantine or isolation requirements, etc.
4. Maintain knowledge of COVID-19 developments and current recommendations.
5. Assist in planning COVID-19 testing and vaccination events.
6. Help with maintaining appropriate levels of medical supplies for testing and vaccination events.
7. Refer patients to other health care professionals for question that he/she is unable to answer as appropriate.
8. Maintain a safe and clean working environment.
9. Understand and practice the principles of HIPAA and participate in related mandatory training and enforces standards and regulations of HIPAA with all employees.
10. Participates in all training, meetings and committees as requested.
11. 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 with the supervision and direction received from the Community Health Department Supervisor.

**H. EDUCATION:** High School Diploma or equivalent required. Degree in a healthcare field required. An equivalent of experience in a health care setting will be considered.

