

The SHOSHONE-BANNOCK TRIBES

FORT HALL INDIAN RESERVATION

P.O. Box 306
Fort Hall, ID 83203



HUMAN RESOURCE DEPARTMENT

Phone: (208) 478-3856/(208) 478-3857
(208) 478-3850/(208) 478-3750
Fax: (208) 478-3950

JOB DESCRIPTION

TITLE: COVID-19 Coordinator
DEPARTMENT: Tribal Health and Human Services COVID-19 Response Team
SALARY: \$18.42 – \$24.55 G10-13/ S1-3
OPENS: November 7, 2022
CLOSES: November 18, 2022
CAREER STATUS: **NON-EXEMPT** – Conditional upon successful 90-day probationary evaluation and annual budget appropriations.

**NON-REOCCURRING FULL -TIME
POSITION CONDITIONAL UPON:**

**SUCCESSFUL PROBATIONARY EVALUATION AND;
POSITION WILL END WHEN FUNDING EXPIRES**

Attach ALL supporting documents, including: Tribal enrollment, honorable discharge, educational attainment, professional certification, license, and other relevant documents to verify eligibility for job qualifications and preference. INCOMPLETE APPLICATIONS MAY BE SCREENED OUT.

GENERAL PURPOSE:

Shoshone-Bannock Tribal Health and Human Services is responsible for effective delivery of services to the Tribal Membership and Fort Hall Community. This position supervises COVID-19 contract tracer staff and activities. Provides leadership and coordination of services with the Fort Hall Business Council, Tribal government Emergency Response departments, the SB Community Health Center, Collaborative Agreement partners, and other public health entities involved with the Fort Hall Indian Reservation COVID-19 response.

COVID-19 Coordinator

- Response efforts with internal & external entities.
- Plans, announces, and implements community testing activities.
- Provide vaccination information.
- Arrange Food support for positive cases.
- Provide information on resources.
- Assigns temporary COVID-19 housing for patients who are positive and need a place for isolation.
- Supervises and assigns COVID-19 case investigation and contact tracing activities.
- Supervises COVID-19 contact tracers.

Works in compliance with policies and procedures governing the Tribal Health & Human Services (THHS) Department, Tribal Management Systems, funding source assurances, and established

professional practices.

Work under all applicable Collaborate Agreements of mutual aid between Indian Health Services and Shoshone-Bannock Tribes to mitigate the spread of COVID-19.

SUPERVISION:

Position is initially supervised and evaluated by the THHS Director and will be reassigned to the supervision of the THHS Infection Control Officer when that position is hired.

DUTIES AND RESPONSIBILITIES:

Objective 1: Collaborate with Southeast Idaho Public Health (SIPH), Tribal Health and Human Services (THHS), Indian Health Services (IHS), and Shoshone Bannock Community Health Center (SBCHC) and other partners to help Fort Hall Community members navigate systems and access resources for their COVID-19-related needs.

- Participate in ongoing updates with SIPH to stay up-to-date on COVID-19 related information and resources
- Attend regular meetings; take in and organize large amounts of continually changing information; ensure that all project staff are aware of the current information and resources.
- Connect community members to resources to meet the full range of their COVID-related needs.
- Help community member's access existing resources to meet needs such as food security, health and mental health, temporary COVID-19 housing issues, and others.
- As necessary to fill gaps in existing resources, provide resources to community members.
- Provide resources such as reusable cloth masks, hand sanitizer, cleaning supplies, etc.

Objective 2: Provide planning and staffing support for COVID-19 community testing per CDC guidelines.

- Coordinate and support planning of community testing events and ongoing testing locations.
- Travel and be on site for testing throughout the reservation will provide staffing and community support
- Provide and arrange for cultural and language support to community members at testing sites. Assist with registration, forms, navigation, and other aspects as needed.
- Educate and coordinate follow-up services for community members who test positive and need to isolation and/or close contacts that need to quarantine.
- Assist individuals registering for testing.
- Support community members in accessing and completing at-home test kits
- Provide Community engagement and outreach to promote testing.

Objective 3: Provide planning and staffing support for COVID-19 vaccination.

- Coordinate and support planning vaccination events.
- Collaborate with THHS, IHS, and SBCHC or local public health to plan for vaccination events.
- Travel throughout reservation to provide staffing and community support at vaccination events/sites
- Provide and arrange for cultural and language support to community members at events/sites. Assist with forms, navigation, and other aspects as needed on vaccination
- Provide community engagement and outreach to promote vaccination

Objective 4: Communicate and work collaboratively with internal and external partners throughout the project.

- Participate in regular meetings with SIPH and other external partners.
- Communicate regularly with all project partners.
- Provide input to SIPH, THHS, IHS, SBCHC, and other partners about COVID-19-related needs and issues in the Fort Hall Community.
- Share information about community needs and resource gaps with SIPH, THHS, IHS, SBCHC, and other partners.
- Advocate on behalf of community needs and potential solutions.
- Work with tribal programs to develop solutions to identified community needs and support local COVID-19 response

Works with THHS Finance Officer on COVID-19 budget and allowable spending activities.

Will develop three month on-call shift schedules for all CoVid Team staff. Will be assigned to the on-call shifts for after hours and on week-end calls when isolation services are required.

Delivers food packages and personal protective equipment to persons diagnosed as positive for COVID-19.

Writes monthly, quarterly, and annual reports, which contain statistical updates following guidelines set by THHS Administration. Presents information to the Health Board and Fort Hall Business Council as assigned.

Participates with the department's strategic planning processes. Serves as a resource person to the Program Manger and Tribal Health Administration in program planning and evaluation.

Prepares for and maintains AAAHC Accreditation standards for position. Participates in quality improvement projects to enhance or optimize service delivery and program operations. May be assigned to AAAHC committees as appropriate.

MAINTAINS STRICT CONFIDENTIALITY OF ALL PROGRAM INFORMATION INCLUDING RECORDS, REPORTS, DOCUMENTS, CONVERSATIONS, ETC. A breach of patient/client protected health information and/or confidentiality will be subject to appropriate disciplinary action, up to and including termination from employment.

Responsible for modeling high standards of honesty and integrity in all matters relating to employment with the Shoshone-Bannock Tribes. Required as a condition of employment to conduct them self both on and off the job in a manner that brings credit to the Tribal Government.

Duties and responsibilities will include other activities needed to carry out the THHS department and program functions.

Demonstrates fully effective to exceptional performance for each evaluation factor including but not limited to:

- Supervision and coordination of personnel and service delivery.
- Reliable attendance, dependable, and accountable.

- Is pro-active and completes tasks in a timely manner
- Communicates in a clear, concise, and timely manner
- Writes and submits reports in a clear, concise, and timely manner
- Establishes professional working relationships with all job contacts.
- Projects a professional attitude and appearance.
- Participates in continuous quality improvement, professional development, course work, and training opportunities to enhance service delivery and career development.
- Ensures compliance with AAAHC standards for position's scope of work
- Completed all mandatory THHS required trainings and quarterly drills.
- Complies with the THHS Employee Health Policy and annual immunization schedule.
- Complies with THHS Policy Manual
- Complies with Tribal Management Systems policies and procedures.
- Maintains a secure workstation that protects patient/client information in compliance with THHS department information security rules of behavior.

QUALIFICATIONS:

Must have successful experience supervising personnel and programs.

The qualification requirements and compensation assignments are aligned with the following levels of education and experience:

GRADE 10: A high school diploma or equivalency with 1 or more years experience as a contact tracer with the Shoshone-Bannock Tribes COVID-19 Response Team and demonstrated collaboration/coordination skills.

GRADE 11: Must have AA degree with 1 or more years experience as a contact tracer with the Shoshone-Bannock Tribes COVID-19 Response Team and demonstrated collaboration/coordination skills.

GRADE 12: A Bachelor's degree with 1 year as a contact tracer with the Shoshone-Bannock Tribes COVID-19 Response Team and demonstrated collaboration/coordination skills

GRADE 13: A Bachelor's degree with 2 or more years experience as a contact tracer with the Shoshone-Bannock Tribes COVID-19 Response Team and demonstrated collaboration/coordination skills

Must be skilled in current computer applications including word processing, spread sheets, electronic time keeping, and workflow management software.

Must be physically capable to lift and deliver food packages weighing up to 50 pounds.

Applicants who are being considered for a job offer will receive a pre-employment reference check that must verify an employment history that demonstrates creditability, dependability, and exceptional employment history. The Tribes will complete a criminal history background check in compliance with job specific requirements. The results must indicate suitability for employment.

Positions that have regular contact or control of children will receive a background check in compliance with the Indian Child Protection and Family Violence Prevention Act (25 CFR Part 63) and the screening results must indicate suitability for position.

Must have a valid Idaho driver's license and be insurable under the Tribe's insurance carrier.

Preferred knowledge, skills, and abilities:

- Knowledge of the Shoshone-Bannock Tribes culture and traditions and/or languages.
- Knowledge of the applicable Federal, State, and Tribal laws, statutes, rules, regulations pertaining to position's scope of work.
- Knowledge of the Health Information and Portability and Accountability Act (HIPAA), and privacy laws.

Qualified Shoshone-Bannock Tribal Member/Indian and Veterans Preference will apply in compliance with the Shoshone-Bannock Tribes Personnel Policies and Procedures Manual.

IMPORTANT APPLICATION CRITERIA

Instructions: You must turn in all supporting documents to be eligible for this position you are applying for.

A complete application must be submitted to the Shoshone-Bannock Tribes Human Resource Department, P.O. Box 306, Fort Hall, Idaho 83203. Applications can be found online at www.sbtribes.com. Applications can be sent via email to recruitment@sbtribes.com or faxed to 208-478-3950 and are accepted until 5PM on the closing date.

Submit a copy of all supporting documents to be eligible for the position you are applying for. For example: Driver's License, Tribal ID, High School Diploma/GED, Degree or professional credentials, and other supporting documents that verify required qualifications.

Telephone calls are not accepted in place of an employment application or letter of interest.

Applicants who have a current application on file, please submit a letter of interest for each position in which you want to be considered for. The letter should address how you meet each qualification.

Preference will be given to Shoshone-Bannock Tribal member applicants who provide a copy of their tribal enrollment card. Non-enrolled members and other Indian tribal members must provide a Certificate of Indian Blood (CIB) to receive preference.

Preference points will also be given during the interview process to veterans who provide documentation of a DD-214.

Applicants being considered for employment or a political appointment must submit to a pre-employment alcohol and drug screen prior to being hired or appointed. Refusal to take the test will render the applicant ineligible for employment or political appointment.

The Shoshone-Bannock Tribes will conduct an employment background check on new employees to ensure suitability for the position applied for.