



JOB POSTING ***RE-POST***

Title: COVID-19 Safety Coordinator
Reports to: Band Administrator
Terms: Full-time – 3-6/month contract (possible extension to 1yr – dependent on circumstances)
Hours: 35 hours per week
Salary: \$35.00/hr, dependent on qualifications
Location: Governance Building

Position Summary:

The COVID-19 Safety Coordinator (CSC) will act as the key source and central point of contact for all matters in relation to COVID-19 for Saugeen First Nation #29 (SFN). The CSC is also responsible for reviewing, developing all COVID response efforts, working closely with the Mino Bimaadsawin health staff, the Saugeen Food Bank, Communications, and any other related community assistance programs to prepare and ensure response activities are implemented in an effective and timely manner, based on identified needs. The CSC will also work in coordination with departments on projects that are including but not limited to, case and contact management, donations, funding proposals, vaccination (including numbers – vaccinated and unvaccinated, clinics, etc.), and recovery.

Duties:

- Ensuring compliance with all Federal, Provincial, Regional and local restrictions and orders relating to controlling and eradicating COVID-19.
- Oversee the review, development, and implementation of SFN's COVID-19 Safety Plan and Enhanced Sanitizing/Cleaning Procedures
- Facilitates training and the delivery and dissemination of information.
- When required, effectively implement the SFN COVID-19 Safety Plan.
- Act as point of contact for SFN's leadership, membership, community members, any other third-parties, etc.
- Promotes the culture of learning and documentation so that lessons learned, and wise practices are documented and shared for sector memory and learning. Ensure that field experiences are documents and used to advocate on behalf of membership sites and the broader Indigenous sector.
- Daily inventories to promptly inform of appropriate personal protective equipment (PPE).
- Conducting regular monitoring visits to various departments/areas utilized by employees/members and appropriate measures taken to reduce transmission of the COVID-19 virus.
- Ensuring departments, vendors/suppliers, etc. have taken steps to address proper handling and cleaning of facilities, vehicles, equipment, tools, deliveries, and other personal equipment.
- Discouraging employees sharing without first cleaning/disinfecting before and after use, such as phones, kitchen/breakroom supplies, desks, offices, tools and equipment, etc.
- Maintaining daily attendance logs of employees and visitors in various buildings/departments, and ensuring appropriate screening measures are taken.
- Advising the Health Director, Health Committee, Band Administrator on the effectiveness of the COVID-19 Safety Plan, and seeking assistance where required.
- And any other duties developed/required by SFN.

Qualifications:

- High school diploma, or GED equivalent with 1-2 years of applicable community work/experience
- Previous experience working in the health field, or infection prevention and control considered a strong asset
- Thorough knowledge of First Nation health and social issues
- Experience working with Health Canada and Ontario in the delivery of health services for First Nation communities considered a strong asset
- Strong financial background with monitoring experience of large scale budgets
- Ability and knowledge to seek funding from various sources as well as write proposals for funding
- Sound knowledge of policy development, implementation and evaluation
- Strong Microsoft Office user including Microsoft Word, Outlook and Excel
- Excellent written and verbal communication skills
- Demonstrated problem solving and judgement capability
- Experience in team building, strategy development and organizational development
- Ability to organize workload and set priorities, and to be flexible with changing priorities and deadlines
- Possess a strong knowledge of traditional and western medicines and their practices
- Demonstrate a thorough knowledge of cultural and traditional knowledge
- Ability to establish and maintain confidentiality among staff and community residents

- Have a strong awareness of self-care for staff and self
- Training in cultural safety or willingness to train is considered a strong asset
- Have an understanding of the local community and the issues we face
- Some knowledge of Anishnaabemowin, or a willingness to learn considered a strong asset
- Ability to travel as required, mandatory class G driver's license, access to reliable transportation
- Ability to live and work in stressful and insecure environment (related to COVID-19)
- Mandatory CPIC and CAS check will be a condition of employment

Applications **MUST** include:

- Current cover letter
- Current resume
- Three names (not letters) of references with telephone numbers or email addresses (one must be current or most recent employer)

DEADLINE DATE: July 16th, 2021 @ 4:00 p.m.
(*No Late Applications Accepted*)

Only qualified applicants will be contacted for an interview

Applications will be received:

By E-Mail: joe.wesley@saugeen.org