

This position description describes the principal duties and responsibilities of this position and does not imply that they are the only duties and responsibilities to be performed.



POSITION DESCRIPTION

Position Title:	COVID 19 Response Coordinator	Classification:	6
Department:	Health	Type:	Health Manager
Status:	Full Time - Temporary	Working Hours:	35 hours per week
Responsible To:	Associate Health Manager		
Location	Snxastwilxtn Centre, 198 Outma Sqilxw Place, Penticton		

Job Summary:

Reporting to the Health Manager, the PIB COVID-19 Response Coordinator works closely with the PIB Emergency Operation Center (EOC) to provide operational leadership, coordination, communication, and management of resources required for the health safety and security of the Penticton Indian Band Community in response to the COVID-19 pandemic. The COVID-19 Response Coordinator will work in collaboration with all PIB Departments and companies to ensure the health, economic and social needs of the PIB Community are being met while adhering to and implementing the PIB communicable disease emergency (CDE) safety plan and COVID 19 policies and processes.

Core Competencies:

- Accountability
- Verbal and Written Communication
- Critical Thinking
- Strategic Thinking
- Professionalism
- Decision Making
- Leadership
- Highly Motivated
- Teamwork
- Collaboration and Conflict Resolution
- Excellent Organization
- Work Independently
- Team Orientated
- Supervisory Skills
- Cultural Competency

Duties/Responsibilities:

Job Responsibilities and Work Performed

- Oversee the development and implementation of the organization's CDE and COVID-19 response;
- Assist with the planning, development, implementation and evaluation of PIB COVID-19 Response strategies, policies, procedures and tools related to CDE and COVID-19 response, including but not limited to Food Security, Emergency Response, and procurement of Protective Equipment;
- Support PIB EOC COVID-19 in preparedness, response and recovery operational programs through the development and implementation of activity plans, budgets, schedules, and reports;
- Ensure EOC is aware of all Federal, Provincial, Regional and local restrictions, programs and orders related to reducing individual and community risk related to transmitting, controlling and eradicating COVID-19;
- Periodically review the effectiveness of the CDE and COVID-19 Health and Safety Plans and amend, update or improve as necessary;

- Act as the contact point for PIB staff and community members around COVID-19;
- Liaison with EOC to ensure that the needs of Community are being met and the CDE followed;
- Build capacity to respond (training and training curriculum);
- In collaboration with PIB support and technical staff, compile, manage and make available relevant information related to COVID-19, as well as create and distribute educational materials that promote community awareness of PIB COVID-19;
- Provide communication support to the EOC to ensure that the PIB Community receives timely and accurate COVID-19 and CDE information;
- Manage operational budgets to ensure that expenditure relating to COVID-19 supported emergency operations is within the approval guidelines;
- Ensure sound financial management is applied to operations and that budgets are monitored, any problems are identified, and solutions implemented in timely and effective manner;
- Ensure that all supporting legal documents such as project funding agreements are updated and filed appropriately and managed;
- Prepare and submit proposals for continued CDE and COVID-19 programming;

Accountability

This incumbent reports to the Manager of Health and is responsible for the preparedness, response and recovery related to the CDE and COVID-19 health and safety plans for the Penticton Indian Band.

Relationships

Works closely with the PIB EOC, mostly working with First Nations Health Authority (FNHA), Interior Health (IH), Okanagan Nation Alliance (ONA), Indigenous Services Canada (ISC) (rarely work them).

Qualifications/Requirements:

Minimum Academic/Educational Requirements

- Post-secondary certificate, diploma, or degree in Business Administration, Project Management, Social Services, Community Development or related

Minimum Level of Experience

- 2 years' experience in public health with focus on Emergency Health (experience with CDE is an asset);
- 2 years' experience of project planning & budgeting, supervision and management to include monitoring and evaluation;
- 2 years' experience in working in both emergency contexts and engaging effectively with beneficiaries especially women and children and other vulnerable groups;

Other Certification, Licenses, Designations and/or Training

- Emergency Management Training/Certification
- Valid Class 5 drivers license
- Criminal Record Check

Specific Job Skills and Levels

- Proposal Writing
- Experience working within an Indigenous Organization or community
- Financial Management
- The ability to quickly develop a knowledge of PIB policies and procedures and an understanding of the procedures as it relates to First Nation Governance, including local and regional
- The ability to engage in an open and respectful manner with PIB individuals, families and community
- Effective team and project management skills
- Good analytical skills and solution-oriented
- Good mentoring and capacity development skills
- Strong demonstrable skills and expertise in capacity building in emergencies
- Good communication and report writing skills
- Exceptional organizational ability with an eye for detail
- Self-supporting in computers
- Documentation preparation/presentation and computer-based production skills
- Able to work independently and as part of the team
- Excellent stress management skills
- Demonstrated accountability

Preference will be given to qualified Aboriginal applicants as per section 21 of the Human Rights Code.

Deadline:

Posted until closed.

Send your Resume to Senior Manager, Human Resources

Rory Gabriel at jobs@pib.ca