



COVID-19 Community Liaison - Employee Job Description
Position Title: COVID-19 Community Liaison
Position ID #
Facility: St. Croix Tribal Health and Human Services
Job Family: Support Staff Comp Grade: \$20.50 Status: Full-Time / 32-40 hours per week

Position Summary:

This position will provide education and access to COVID-19 information and resources for St. Croix Tribal Community Members as well as encourage and prevent the spread of infection throughout the communities of the St. Croix Chippewa Indians of Wisconsin. Strategically located throughout communities to assist members in accomplishing the goals set forth by the CDC and DHS. COVID-19 Community Liaison will proactively work to educate and provide access to resources related to COVID-19.

Essential Functions:

To ensure that information and resources are disseminated throughout the tribal communities for the St. Croix Chippewa Indians of Wisconsin. Providing accurate information in a timely manner and directing questions and concerns to the appropriate channel regarding COVID-19.

COVID-19 Community Liaison Job Duties:

- A working understanding of CDC recommendations to mitigate the spread of the COVID-19 virus.
- Providing instructions to community members regarding restrictions or limitation of activities surrounding COVID-19.
- Provide, implement, execute and maintain COVID-19 resource and information in a timely manner to community members.
- Maintain communication with St. Croix Tribal Health and Human Service as well as the St. Croix Tribal Government.
- Maintain updated information regarding COVID-19 and infection control concerns.
- Maintaining knowledge and updated guidance regarding quarantine and isolation related to COVID-19.

- Coordinate maintenance and cleaning of quarantine/isolation facilities.
- Coordinate the food/supply distribution to the individuals and families in quarantine/isolation facilities.
- Any other duties directed by supervisor.

Note: The essential functions are intended to describe the general contents of and requirements of this position and are not intended to an exhaustive statement of duties. Specific tasks or responsibilities will be documented as outlined by the employee's immediate manager.

Supervisory Responsibilities: COVID19 Community Resource Workers

Directly Reporting to:

St. Croix Tribal Health and Human Services

Matrix of INDIRECT Reporting

St. Croix Tribal Council

Type of Supervisory Responsibilities

Oversight and coordination of Covid19 Community Resource Worker's - Job Duties/Daily Schedule.

St. Croix Chippewa Indians of Wisconsin Leadership will strive to uphold the mission, vision, and values of the organization. They will serve as role models for staff and act in a people centered, service excellence-focused and results oriented manner.

Scope and Complexity:

Interacts with all community members often trusted with maintaining confidentiality and providing guidance of rules or regulations to maintain safety and proper COVID precautions.

Physical Demands/Environment Factors:

OE-Typical Environment: (Walking, talking, sitting, driving)

- Requires extensive sitting with periodic standing and walking.
- May be required to lift up to 100 pounds.
- Requires significant use of department vehicle, and cell phone.
- Needs adequate visual acuity, ability to grasp and handle objects.

- Need ability to communicate effectively through reading, writing, and speaking in person or on the telephone.
- Ability to write concise reports.
- May require driving and traveling.

Minimum Qualifications

- Must have a valid Wisconsin Drivers' license and must be eligible for Tribal Fleet Vehicle insurance.
- Must be willing to work nights, days, holidays, or weekends.
- Proficiency level typically gained through a combination of high school diploma.
- Must pass a pre-employment physical and drug screen.
- Ability to work with minimal supervision.
- Ability to take direction.
- Requires a solid understanding of communication and must have proficient computer skills to access information in meaningful ways.
- Requires skill in conflict resolution.
- Must have demonstrated ability to work collaboratively with community resources.

Preferred Qualifications:

Native American Preference Given in Accordance with P.L. 93-638 and Amendments

EEPID	Employee Printed Name	Employee Signature	Date
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