

JOB POSTING

FULL-TIME POSITION:

**COVID-19 Community Liaison,
Secwepemc Health Caucus**

REPORTS TO:

Health Director, SIB

Overall Purpose:

Reporting directly to the Shuswap Indian Band Health Director and supporting five Health Directors virtually in the Lakes Areas, the Community Liaison provides support to communities to enhance culturally safe COVID-19 mitigation measures, community preparedness, and response capacity. The Community Liaison role assists leadership, of the Sub-Region, Family, Nation, Community, or Health Service Organization to which they are assigned, through effective engagement with community members, and health partners including the First Nations Health Authority (FNHA) and Regional Health Authority (Interior Health). In addition, they use their local knowledge and context about the community, family units, structures and processes in the region to ensure that needs arising from the COVID-19 pandemic are being addressed in a manner that is relevant to the community context.

RESPONSIBILITIES INCLUDE:

- Distributing community-relevant COVID-19 education to ensure individuals and families understand COVID-19 precautions
- Promoting basic infection prevention and control practices to prevent COVID-19 transmission
- Acting as a direct resource to the community – answering or responding to questions from members
- Assisting in identifying accommodations in and around the community for potential self-isolation, and/or surge capacity
- Assisting in developing and supporting food security supports
- Facilitating access to community resources and providing information on community services such as harm reduction and mental health and wellness programs
- Assisting in ordering, receiving, and distributing personal protective equipment

- Developing and maintaining strong working partnerships with communities, health care providers, health system partners and relevant organizations to support coordinated care
- Engaging with the communities' away-from-home population/families
- Working collaboratively with communities and RHA COVID-19 contact tracers to support culturally safe contact tracing services as per the process between the RHA and community
- Assisting primary health providers in monitoring designated community members via phone daily to ensure that holistic needs are being met and isolation plans are being maintained
- Providing regular reporting on services provided
- Performing other related duties as assigned

QUALIFICATIONS

- Grade 12 or equivalent education
- Recent and relevant experience (2-4 years or more) working in a health services environment or an appropriate combination of education and experience
- Ability to work overtime as needed (preferred)
- Demonstrated ability to maintain the confidentiality of sensitive information
- Ability to organize and plan own work
- Ability to be flexible and meet changing priorities
- Good verbal and written skills including the ability to keep clean notes and action items
- Ability to take initiative, problem-solve and make decisions within the job scope.
- Ability to efficiently and effectively utilize Microsoft Office Suite including Word, Outlook, PowerPoint, and Excel
- Strong ability to collaborate with others and work well in a team
- Valid BC Driver's license and access to a reliable vehicle
- Must be able to work flexible hours and travel as required

SKILLS & ABILITIES:

- Familiar with Secwepemc culture and traditions
- In-depth knowledge of First Nations health and wellness systems
- In-depth knowledge of FNHA and IHA, the BC health care system, and the current landscape of First Nations health in BC, preferably with a focus on the current pandemic

- Experience in promoting and educating basic infection prevention and control practices related to pandemics
- Experience in inventory, ordering, and distribution of community Personal Protective Equipment
- The ability to work collaboratively with the community's health officials and Interior Health COVID-19 Contact Tracers to support culturally safe contact tracing services

TERMS AND CONDITIONS

- Full-time position (32.5 hours per week) Monday to Friday
- One (1) year contract
- Must adhere to the Shuswap Indian Band Human Resources Policy and Procedure Manual (Approved April 4, 2018)
- Must adhere to the Shuswap Indian Band Financial policies and procedures (October 24, 2017)
- Require three (3) recent work references
- Salary to be based on experience

Only those selected for an interview will be contacted. Preference will be given to persons of Aboriginal ancestry as per Section 16 (1) of the Canadian Human Rights Act. Appointment to this position will require a formal criminal record check, the details of which may preclude an offer of employment being finalized.

**To apply, please submit your resume, cover letter, and references to the Shuswap Indian Band, #3, 492 Arrow Road, Invermere BC, V0A 1K2
C/O Angela Sarsons, Director of Operations
Email: dops@shuswapband.ca
Fax: 250-341-3683**

Deadline for applications: Monday, May 3rd, 2021