



Mi'kmaq Nation

Position Description

E: COVID Community Liaison

MEDIATE SUPERVISOR: Community Health Nurse

CLASSIFICATION: Fulltime/Temporary

NOTE: The following includes data on essential job functions, as well as physical, mental and academic and experiential requirements for the job defined herein. The description is meant to serve interviewers, applicants, directors and incumbents a reference tool for determining whether applicant or employee qualifications are sufficient to perform the tasks, and assume the responsibility as described herein. Some aspects of the portion may change over time, according to the Tribe's needs, which changes may not be recorded herein at this time.

SUMMARY OF POSITION: Mi'kmaq COVID Community Liaison will be responsible for supporting Mi'kmaq Tribal members and families who need COVID-19 specific information. It is essential to draw on community strengths and trusted community networks to respond effectively to COVID-19. The Community Liaison will help community members find and get critical resources to deal with health concerns, as well as employment, food access, housing, child care, and legal rights. The Mi'kmaq COVID Community Liaison will be expected to participate in community events when needed, and demonstrate the ability to represent the Mi'kmaq Nation within the community in a professional and positive way.

COVID Community Liaison track Mi'kmaq Tribal members who are in home quarantine or isolation and guide them on meeting the criteria for a safe return. When suspected cases of COVID arise, the COVID Community Liaison make sure that parents/guardians are notified right away. In addition; COVID Community Liaison ensure that Tribal members who exhibit symptoms, may have been exposed or who test positive for COVID-19 are given the required support.

EDUCATION (AND PERTINENT EXPERIENCE): High School diploma or GED, experience in public health project

SKILLS/KNOWLEDGE/ABILITIES REQUIRED:

- **Developing budgets or administering grants or contracts.**
- **Collaborate with Mi'kmaq Health department of health, local public health, and other partners to help Mi'kmaq community members navigate systems and access resources for their COVID-19-related needs.**
- **Provide COVID-19 information to Mi'kmaq community, utilizing a number of media resources available to the community.**
- **Provide planning and staffing support for COVID-19 community testing.**
- **Provide planning and staffing support for COVID-19 vaccination.**
- **Communicate and work collaboratively with the State and other partners throughout the project.**
- **Memorize and recite information, scripts, and statements regarding resources available to community members**
- **Confidently answer questions about COVID related resources, Mi'kmaq Health Department offerings, and dispel misinformation about vaccines and the COVID-19 virus**

WORKING CONDITIONS: Normal office setting, nights & weekends Compensation and Benefits the Mi'kmaq Nation provides a competitive compensation and benefits package.

NOTICE: This position in no way states or implies that the responsibilities and tasks are only responsibilities and responsibilities to be performed by the employee occupying in this position. S/he will be required to follow any other instructions and to perform any other job-related duties as required by his/her immediate supervisor.

Requirements state herein a minimum level of knowledge, skills and/or abilities successfully, the incumbent will possess the abilities and aptitudes to perform each task proficiently. "Ability" means to possess and apply both knowledge and skill.

All employment decisions, including promotions, transfers and others, are based on meeting all requirements herein, and on Tribal need, the employee's being in good standing (including lack of disciplinary actions), meeting all applicable performance standards and other non-discriminatory criteria. The methods are fulfilling requirements are subject to possible modifications to reasonably accommodate qualified individuals who pose a direct threat or significant risk to health and safety to themselves or others.

This is a partial list of duties for a complete list of tasks please go to Micmac-nsn.gov to for complete job description. **The Closing date for the position is November 23, 2021.** If you are interested in applying for this position you must submit a completed job application; a completed application includes copies of certificates/licenses/degrees you have stated ***that you have obtained in your application, along with a cover letter and a resume, 3 professional references from current or past employers (within 3 years).*** A complete Job Description and an Applications can be accessed online at www.micmac-nsn.gov under Job Opportunities or you can call Cheryl Smart at 764-1972 to have an application mailed. An offer of employment will not be made without successful DHHS and State of Maine background checks. The successful candidate must also submit to an FBI fingerprint background check.

Please send the completed Job Application to the following address or email:

**Attn: Human Resource Assistant Cheryl Smart
Mi'kmaq Nation
7 Northern Road, Presque Isle, ME 04769
csmart@micmac-nsn.gov**

The Mi'kmaq Nation practices Native Preference to qualified Native Americans in accordance with Public Law 93-638 and is an Equal Opportunity and service provider.