



# OCHAPOWACE

P.O. Box 550, Whitewood Saskatchewan, S0G 5C0  
Phone: (306) 696 2425, Fax: (306) 696 2426

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## Human Services

### Ochapowace Nation – Job Description

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**Position Title:** COVID-19 PANDEMIC COORDINATOR

**Job Description:**

The Covid-19 Pandemic Coordinator works as a part of a team that provides a variety of supports to the Pandemic Team and Chief and Council. Other members of this team will include Executive Director, Covid-19 Pandemic Security Coordinator, Community Health Nurse and other program managers. The Pandemic Coordinator will report directly to the Executive Director.

**Duties:**

1. Daily reports to Chief and Council regarding pandemic updates from FNIHB, Saskatchewan Health Authority and other as needed.
2. Weekly meetings with Ochapowace Pandemic Team and Chief and Council.
3. Work with Pandemic Security Coordinator to provide training and support to the security team.
4. Coordinate support to families in isolation including preparing and delivering food hampers.
5. Creating educational material to support compliance with the Public Health Order and Vaccination uptake.
6. Deliver educational materials to homes as needed.
7. Provide Education to all Departments.
8. Attend weekly Pandemic update meetings with ISC, FNIHB and SHA.
9. Daily updating of Pandemic statistics to Ochapowace community.
10. Creating Communiques to inform community of updates and changes.
11. Coordinate with Health Department weekly PPE counts and send to FNIHB.
12. Order PPE for departments and offices and distribute.
13. Liaise with Program Managers to provide safety protocol for staff and cleaning in offices.
14. Provide teaching to staff members regarding PPE and safety protocol.
15. Help alleviate fears in the community, monitor situation, phone calls, provide reassurance.
16. Must have excellent interpersonal and effective communication skills.
17. Other duties as required.
18. Work well independently
19. Take direction well.

**Qualifications:**

1. Must have a Driver's License and reliable transportation.
2. Experience with internet conferencing and proficient in Microsoft Office.
3. Must have 3-5 years experience in team/project management
4. Related Post-Secondary Education is preferred.

**Application Deadline: May 13<sup>th</sup>, 2021 @ 4:30 p.m.**

**Please send your resume and cover letter, with three (3) references to:**

**[tanya.bear@ochapowace.ca](mailto:tanya.bear@ochapowace.ca)**

**Human Resources Manager, Ochapowace Nation**

Phone: (306) 696-3015 / Fax: (306) 696-3018