Chickahominy Indian Tribe Vacancy Announcement

Open Position: Tribal Health Services Liaison

Position Summary: The Tribal Health Services Liaison is a full-time position (1 FTE) and is contingent upon grant funding. This position will act as a liaison between the Tribe and Indian Health Services, the state health department, and local health districts. In addition, the Liaison will be responsible for corresponding with citizens, researching grant and funding opportunities, and ordering health-related supplies and equipment.

Salary and Benefits: The salary range for this position is $55,000-$60,000 per year. Benefits for eligible employees working 20 or more hours per week include paid time off (PTO), paid holidays, and bereavement leave. The CIT does not currently offer health, dental, or retirement benefits.

Position Responsibilities:

- Research grant and other funding opportunities related to medical and health programs and services, and report findings and recommendations to Tribal Administrator and Tribal Council;
- Research Indian Health Service (IHS) and other programs and services, and report findings and recommendations to Tribal Administrator and Tribal Council;
- Research and distribute information to tribal citizens on best practices for dealing with COVID-19 and other health issues;
- Act as a liaison between the Tribe and IHS Richmond office, local health districts, and state health department;
- Work with United South and Eastern Tribes (USET) for training and information on public health initiatives;
- Participate in COVID-19 contact tracing training;
- Purchase and stock COVID-related Personal Protective Equipment (PPE) for tribal citizens and staff;
- Purchase and distribute in-home health-monitoring equipment (non-contact thermometers, pulse oximeters, etc.) and PPE to citizens and provide instructions on equipment use;
- Assist with scheduling transportation for tribal citizens to doctors and pharmacies.
Position Requirements:

- Excellent written and oral communication skills;
- Ability to work effectively with tribal citizens and tribal government;
- Ability to work effectively with outside agencies and organizations, including local, state, and federal agencies;
- Ability to maintain confidentiality;
- Ability to travel as needed for distribution and/or training;
- Ability to work remotely during COVID;
- Highly proficient in Microsoft Office (Word, Excel, PowerPoint).

Position Qualifications:

- A minimum of two (2) years’ professional experience is preferred and certification as a Licensed Practical Nurse (LPN) from an accredited institution is required.

Application Process:

- Applicants must submit a completed job application, cover letter, and resume.
- Applications must be received no later than January 28, 2021.
- Incomplete and late applications will not be considered.
- Applications may be mailed to:
  Chickahominy Indian Tribe
  ATTN: Lindsey Johnson
  8200 Lott Cary Rd
  Providence Forge, VA 23140
- Applications may also be emailed to Lindsey.Johnson@chickahominytribe.org.
- The Chickahominy Indian Tribe observes Indian Preference in its hiring practices. The legal authority for Indian Preference can be found in Title 25, United States Code (USC) 472, 472a, and 47; Title 25, Code of Federal Regulations, Part 5. The CIT will place all qualified applicants into one of three hiring categories listed below, in order of preference:
  - Chickahominy Indian Tribal Citizen
  - Citizens of other federally recognized Indian Tribes
  - General applicants