

The Cher-Ae Heights Indian Community of the Trinidad Rancheria

Job Title: COVID Preparedness/Public Safety Officer
Department: Administration
Reports To: CEO
FLSA Status: non-exempt
Prepared By: Human Resources Department
Approved By:
Approved Date:

Summary: The Indian Community of the Trinidad Rancheria (Trinidad Rancheria) COVID Preparedness/Public Safety Officer (CP/POS) position is responsible for guiding the Trinidad Rancheria to achieve a secure and resilient tribal community to prevent, protect against, mitigate, respond to, and recover from COVID and other threats to the well being of the tribal community. The mission of the CP/POS is to strengthen the tribal health preparedness and response by providing input into the development of safety standards, technical guidance, research, training, and policies.

Essential Duties and Responsibilities:

Develop and implement community preparedness and recovery, including quarantine and isolation planning, emergency management, and tribal safety plans.

Coordinate and direct emergency management operations center.

Assess, build and sustain tribal preparedness and response capacity.

Develop partnerships with relevant institutions and agencies and coordinate with local law enforcement agencies and other partners, including emergency management consultants.

Design and conduct training events and ensure effectiveness, use of up-dated techniques and consistency of training materials.

Monitor, survey and investigate tribal properties, facilities and community for COVID related impacts.

Communicate and interact with tribal members, employees and customers.

Provide information about tribal policies, procedures and ordinances.

Respond to requests for health and well-being assistance and information.

Complete written reports in compliance with departmental procedures and make oral reports as needed.

Assist with contact tracing investigations.

Perform other duties as assigned to support the efficient operation of the department.

Supervisory Responsibilities: This position has no supervisory responsibilities.

Knowledge and Experience:

Bachelor's Degree in Public Safety, Public Administration, Emergency Management, Health Care Administration, Criminal Justice or related field.

Knowledgeable of local, state and federal regulations pertaining to the COVID-19 Pandemic.

Experience in Military, Law Enforcement, Medical fields will be considered.

Language and Communication Skills:

Ability to communicate information accurately, clearly, and as intended, speaking appropriately with a wide variety of people. Must be proficient in oral and written communication and public speaking capabilities. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence.

Reasoning Ability:

Ability to analyze, assess and solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Mathematical Skills:

Ability to add, subtract, multiply and divide in all units of measure; using whole numbers, common fractions and decimals. Ability to compute rate, ration and percent and to construct and interpret graphs.

Computer Skills:

Knowledge of spreadsheet and word processing capabilities.

Certificates and Licenses:

Current CA State Driver's License
Pass tribal background investigation
Insurable under tribal insurance

Physical Demands:

The physical demands representative of those that must be met by an employee to successfully perform the essential functions of this job are sitting, standing, walking, and lifting 10 to 25 pounds. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.