



Employment Opportunity

Job Title: COVID-19 Support Specialist, 2 Temporary Four Month Positions – 1 Central NL & 1 Western NL.

Locations:

Central Newfoundland. Location to be determined based on the office location closest to the successful applicant. Central Office locations are as follows: Glenwood and GFW.

Western Newfoundland. Location to be determined based on the office location closest to the successful applicant. Western Office locations are as follows: Corner Brook, Stephenville, and St. George's.

Hours of Work: Weekdays, 35 hours per week.

Rate of Pay: \$19.23 per hour.

Job Description:

The Covid-19 Support Specialist will be responsible for delivering and administering Qalipu First Nation Covid-19 Programming. The support specialist will provide core operational support to reduce delays in Qalipu Covid-19 programming. This includes, but is not limited to: Vulnerable Population Kits, Vulnerable Population Essential Transportation Program, Youth Learning Kit, Essential Covid-19 Worker Childcare Program.

The Covid-19 Support Specialist will coordinate volunteers and community-based support groups in relation to scheduling, setup, and distribution of curbside drop off and pickup. The successful applicant will work with volunteers to ensure that social distancing and safe work practices are followed.

Responsibilities:

1. Coordinate and distribute QFN Covid-19 program kits to individuals, families, and groups.
2. Review and assess Covid-19 program self-referrals, and individual or group referrals.
3. Process Vulnerable Population Essential Transportation and Essential Covid-19 Worker Childcare program.
4. Aid membership in the completion of QFN Covid-19 support programming forms.
5. Support the distribution of information and forms to communities.
6. Order and coordinate PPE to volunteers for program delivery.
7. Collect and maintain statistics and documentation for evaluation and reporting purposes.
8. Other duties as required.

Qualifications:

Education:

Post-secondary education in Office or Business Administration, Community Studies, consideration will also be given to training in a related Medical field of study.

Experience:

The COVID-19 Support Specialist will have 2+ years of experience with similar duties and responsibilities, including:

- Knowledge of office administration and records management procedures
- Knowledge of data entry systems
- Confidentiality concerning client health and financial records
- Excellent interpersonal and communications skills
- Analytical and problem-solving skills
- Attention to detail and high level of accuracy
- Effective organizational skills
- Excellent computer skills including the ability to operate spreadsheet and word-processing programs

Working Conditions:

This is an office-based position with duties predominantly met during regular working hours. Some travel and flexibility of work schedule will be required.

Apply:

If you are interested in this position, please apply with resume, covering letter, and three professional references using one of the options listed below. Submissions should be addressed to:

Mrs. Janet McAuley, Human Resources Manager
Qalipu First Nation
3 Church Street
Corner Brook, NL A2H 2Z4

Online: <https://qalipu.bamboohr.com/jobs/>

Electronically, by email to: jobopportunities@qalipu.ca using MS Word with subject line:
COVID-19, 4 Month Support Specialist

Deadline for receipt of Cover Letter and Resume: Friday, November 6th, 2020 at 4:00 pm.

Please note: Diplomas/certificates for Post-Secondary Education and Training and a Code of Conduct with a vulnerable sector query are required.

QFN is an equal opportunity employer, in situations where candidates have equal credentials, preference will be given to aboriginal candidates. If you are a member of Qalipu First Nation please indicate it in your cover letter.