

BAD RIVER BAND OF LAKE SUPERIOR TRIBE OF CHIPPEWA INDIANS

CHIEF BLACKBIRD CENTER

P.O. BOX 39

ODANAH, WI 54861

Job Title: Public Safety Coordinator

Department: Planning

Hourly Rate: \$17-20/hr (DOQ)

Full Time: 40 Hrs/Week

Exempt: No/Hourly

(subject to Grant Funding)

Supervisor: Tribal Planning

Posting Date: Public

Opens: April 19, 2021

Closes: April 30, 2021, at 4:30 pm

Posting Date: Public

Opens: May 4, 2021

Closes: Open Until Filled



Summary: The Bad River Tribe is recruiting a manager to perform complex technical and administrative duties in the oversight of the prevention and response to COVID-19 in the community. This position will work out of the new public safety building in Odanah.

Essential Duties and Responsibilities include the following.

- Conducts COVID-19 pandemic daily meetings to continue to respond to the current pandemic.
- Oversee updates and coordination of Emergency Management Plan (EMP)
- Oversee completion of the Pandemic Plan for the EMP
- Coordinate mass COVID-19 testing with the national guard as needed.
- Purchase and distribute Personal Protective Equipment (PPE) for COVID-19 prevention and protection.
- Schedule and conduct Emergency Management meetings with key leaders and community members outside of COVID-19 meetings
- Manage the community's NIXLE platform and manage alerts as it pertains to COVID-19 management.
- Manage a team of emergency medical responders, emergency medical technicians, paramedics, etc.
- Manage and oversee the community assessment data collection.
- Manage FEMA PDM Grant reporting and financial management.
- Manage CDC Public Health COVID-19 Grant reporting and financial management.
- Attend regional Wisconsin Emergency Management (WEM) meetings every month.
- Attend Ashland County public safety meetings.

Qualification Requirements: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skills, and/or ability required. Knowledge of the uniqueness of the Bad River Community and 7 Grandfather Teachings is preferred for this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

Required:

- Associates Degree in Public Safety Administration/Emergency Management or related field
- At least three years experience in the administration of safety training programs.

Preferred:

- Bachelor's Degree in Public Safety Administration/Emergency Management or related field

Other Skills and Abilities:

Required:

- Valid Wisconsin Driver's License
- Must be able to drive/operate an ambulance in a safe/professional manner.

Background Check:

- This position is contingent on the required ability to pass a Bad River caregiver background check when working with children and/or the elderly.
- This position requires a driver check, to meet eligibility for tribal insurance.

Language Skills:

- Strong computer skills
- Excelling writing skills for the development of concise communication, reporting, policies, and procedures
- Proficient in Microsoft Office Suite

Reasoning Ability:

- Successful candidates will also have the ability to define problems, collect data, establish facts, and draw valid conclusions; interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Physical Demands: The physical demands described here are representative of those that must meet by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must be physically able to perform all job duties. Walking, standing, bending, stooping, and occasional lifting to 25lbs and/or carrying for short distances.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This position is subject to inside and outside work. The noise level may be moderate to loud.

Drug-Free Workplace in accordance with the Drug-Free Workplace Act of 1988, P.L. 100-690 and the Bad River Tribe's Employee Policy & Procedures Handbook. Indian Preference will be given in accordance with P.L. 93-638 and the Tribe's Preference Policy.

Send Application and Resume To:

**Bad River Tribe
Attn: Human Resources
P.O. Box 39
Odanah, WI 54861**

<http://www.badriver-nsn.gov/>

Application material may also be emailed to:

HRmanager@badriver-nsn.gov

HRassistant@Badriver-nsn.gov