



Sioux Valley Dakota Nation Employment Opportunity **Health Care Coordinator Support Worker**

POSITION SUMMARY: The Health Care Coordinator Support Worker must work in accordance with established standards, procedures, and infection control guidelines. He/she must prioritize and complete all duties, inspections, and inventory responsibilities within established timeframes, as well as perform all duties in a manner that enhances patient and workplace safety.

DUTIES INCLUDE:

- Cleans assigned areas in accordance with current established cleaning schedules and infection control guidelines
- Performs duties of washing, mopping, waxing, vacuuming, polishing, and dusting using appropriate equipment and products, as well as yard maintenance
- Restocks supplies in all areas, as assigned and required
- Assists/participates in department quality control audits and procedures
- Maintaining zones, sanitization guidelines, and proper PPE application
- Safely assists with positive COVID cases by following instruction of supervisor
- Recording of the check-in log, health screening, and temperature check of all personnel arriving to the scheduled location
- Other duties as assigned

QUALIFICATIONS

- Valid Class 5 Driver's License
- Knowledge of the ever-changing world of covid, travel restrictions, covid protocols, health and safety standards and regulations
- Health care setting experience is a plus but not mandatory
- Computer skills and proficiency in Microsoft Office
- Strong analytical thinking and the ability to handle multiple tasks concurrently
- Compassion and empathy is a must

COMPETITION NUMBER: 202201

APPLICATION DEADLINE:

Wednesday, February 9, 2022, at 4:00 P.M.

Submit cover letter and resumes to:

Human Resources Department
Sioux Valley Dakota Nation
P.O. Box 38
Griswold MB R0M 0S0
PH: 204-855-2760 FAX: 204-855-2131
E-mail: hrapplcations@svdngovernance.com

We thank all who apply but only those selected for an interview will be contacted. For the job description, please e-mail hrapplcations@svdngovernance.com to request a copy.