



DELAWARE TRIBE OF INDIANS

JOB DESCRIPTION

Position:	COVID-19 Response Director
Department:	Operations
Employment Status:	Regular
Class:	Full-Time
Location:	Bartlesville, OK
Immediate Supervisor:	Tribal Operations Manager

JOB DESCRIPTION:

The COVID-19 Response Director will provide project management support to The Delaware Tribe of Indians broadly in coordinating responses to the COVID-19 pandemic during the funding period. The Delaware Tribe of Indians is managing a substantial federally-funded initiative for which specific projects and expenditures are related to COVID-19.

In addition to supporting The Delaware Tribe of Indians in accessing and expending these funds to support the community, the COVID-19 Response Director will be responsible for helping to coordinate resources for tribal members, internal efforts on the initiative across the TRIBE'S department and entities.

This position will also be responsible for information sharing and collaboration with finance, and serving as a liaison between Tribal Operations Manager, the Tribal Council, internal team members, and external partners. As the COVID-19 projects and funding wind down, the COVID-19 Response Director would serve as a pivotal role in supporting programmatic reporting.

QUALIFICATIONS:

- Bachelors/master's degree in health, human resources, or business; or equivalent experience
- Ability to quickly tap into connections with public health expertise and resources
- Experience with federal funding

RESPONSIBILITIES:

- Serves as the point-of-contact for all proposed programs and services to be paid for by the COVID-19 funding and oversees approved projects.
- Provides project management support to program staff and tribal entities with cross-functional projects.
- In coordination with compliance and legal, advises where source of funding is best used or how to combine multiple sources of funding for proposed projects and services.
- Ensure all programmatic reports to funding agencies are completed and submitted by program directors on time.
- Provides monthly status reports to Tribal Council and Tribal Operations Manager on the progress, budget vs. actual, and other relevant information on a monthly basis.
- Assist with the management of preventative planning actions with emergency operations and planning team for preventative actions, such as testing events..
- Makes recommendations to Tribal Operations Manager on evolving social distancing practices to mitigate potential spread of the virus. As information is changing continuously regarding COVID-19 locally, weekly reports will be required to leadership.
- Remain knowledgeable on relevant federal, state, and other tribal-specific funding resources including the CARES Act and the American Rescue Plan Act and secondary funding opportunities.
- Leads peer learning and training opportunities on COVID-19 news and updates and communicates COVID-19 information with the community.

INDIAN PREFERENCE POLICY:

In accordance with the Indian Preference Act of 1934, (Title 25, USC, Section 47), Indian Preference will be observed in hiring.