



Craig Tribal Association  
P.O. Box 828  
Craig, Alaska 99921  
Tel: 907-826-3996  
Fax: 907-826-3997

**JOB OPENING**  
**COVID-19 RELIEF ASSISTANT**  
**TEMPORARY FULL-TIME, NON-EXEMPT**

**Purpose.** The Covid-19 Relief Coordinator will be responsible for the overall readiness to the public health emergency related to the Covid-19 Pandemic. The Covid-19 Relief Coordinator will plan, develop, direct, and evaluate services and responses to the public health emergency. This will include preparing orders, acquisition and distribution of medical and protective supplies including sanitizing products, and personal protective equipment. The Covid-19 Relief Coordinator will also coordinate partnerships with local incident command centers and/or local governments as part of the readiness to the public health emergency. This is a Temporary position not to exceed 12 months, until other funds are secured to continue the program.

**Supervision.** This position is directly accountable to the COVID-19 Relief Coordinator

**Minimum Knowledge, Skills & Abilities:**

- Knowledge and educational background in emergency services.
- Communicate and coordinate with medical suppliers and medical professionals for medical and protective supplies necessary.
- Develop and maintain appropriate service data and ability to prepare analysis and recommendations for program funding and planning.
- Good working knowledge of tribal, state and federal laws as they pertain to Covid-19 Pandemic Relief Funding.
- Must maintain a high level of confidentiality.
- Must demonstrate self-motivation and good mental judgement and physical condition.

**Minimum Qualifications:**

- High school diploma or equivalent.
- Knowledge of medical procurements.
- Valid State of Alaska driver's license; able to be insured with CTA's insurance carrier.
- Minimum of two (2) years' experience in the medical field, i.e., technician, coder, billing specialist, etc., with increasing administrative responsibility.

Salary Range: \$16-\$21/hr. DOE

Posted: December 2, 2021

Closing Date: Until filled.

**CRAIG TRIBAL ASSOCIATION IS A DRUG-FREE WORKPLACE. SUCCESSFUL APPLICANTS WILL BE REQUIRED TO COMPLETE A PRE-EMPLOYMENT URINALYSIS AND CRIMINAL BACKGROUND CHECK UPON JOB OFFER.**

Applications and resume's may be electronically submitted to: [tribal.admin@craigtribe.org](mailto:tribal.admin@craigtribe.org).