



**OPEN POSITION**

**TITLE:** COVID RESPONSE COORDINATOR (NURSE CASE MANAGER)  
**LOCATION:** CEDAR CITY, UT  
**STATUS:** TEMP (30 MONTHS), FULL-TIME, NON-EXEMPT, HOURLY  
**BENEFITS:** MEDICAL, DENTAL, VISION, LIFE, LTD, PTO & 401K MATCH  
**PAY:** DOE  
**CLOSE:** ONCE FILLED

**JOB SUMMARY**

Works collaboratively with Tribal administration, health administration, medical providers, and other members of the health care team to coordinate the Tribe’s response to COVID-19 and other public health concerns. Oversees testing and vaccine efforts. Oversees collection and reporting of data related to testing (including contact tracing), vaccines, and treatment of COVID-19. Educates patients, families, community members, and staff to help them manage the COVID-19 pandemic and overall health care needs. Facilitates communication, coordinates services, address barriers, and promotes optimal allocation of resources while balancing clinical quality and cost management.

**REQUIREMENTS**

*General Requirements:*

- Must be insurable through the Tribe’s vehicle insurance.
- Must pass a criminal and fingerprint background check according to P.L. 101-630 standards.
- Must pass a pre-employment alcohol/drug screening.

*Education & Experience:*

- Associate degree or higher in Nursing.
- One (1) year experience providing direct patient care and entering electronic medical records, preferably with AthenaHealth.
- Project and/or health care administration experience preferred.
- Experience in epidemiology and/or data collections and reporting preferred.

*License & Certification:*

- Valid Utah Driver’s License and maintain thereafter.
- Valid RN license with the State of Utah and maintain thereafter.
- Valid First Aid, CPR and/or BLS Certified (Red Cross or American Health Association) or obtain within three months of hire and maintain thereafter.

**HOW TO APPLY**

Application is available via link (<https://adobe.ly/3liFnyc>) or can be obtained online at [www.utahpaiutes.org/employment](http://www.utahpaiutes.org/employment). Please submit your completed application with the following attachments: resume, a copy of your Driver’s License and any additional degrees, certificates, licenses required in the announcement. to: Fax: 435.238.4987 or ATTN: HR Manager, 440 N Paiute Dr., Cedar City, UT 84721.

**Cedar City**

440 North Paiute Dr.  
435.867.1520

**Richfield**

440 South Main St.  
435.893.6800

**Kanosh**

157 North Reservation Dr.  
435.759.2610

**St. George**

1449 N 1400 W Unit 19  
435.688.7572

**Shivwits** Ivins

6109 West 3700 North  
435.688.7572

