



Xaxli'p
PO Box 1330
Lillooet BC, V0K 1V0
Phone: (250) 256 – 4800 Fax: (250) 256 - 4803



EMPLOYMENT OPPORTUNITY

Position Title: Community Health Representative **Term:** Permanent Full time
Reports to: Health Manager

Position Summary

The Community Health Representative is responsible for providing health promotion and prevention programs for Xaxli'p Community. This position description does not imply that these are the only duties and responsibilities to be performed.

Responsibilities

- Performs all duties and responsibilities in accordance with Xaxli'p policies, standards, and procedures, and as directed by the health manager.
- Maintains confidentiality on all matters relating to the affairs of Xaxli'p
- Provides health care services through planned home visits, clinics, and educational workshops
- Utilize Xaxli'ps 10-year Health Plan for health promotion, prevention, activities, and events in the community
- Provide clients with information and access to First Nations Health Benefits and Pharmacare Coverage
- Assessing community members health needs with the Community Health Nurse
- Provides appropriate referrals to health professionals and service providers as required
- Completes reporting requirements as per FNHA policies and guidelines
- Act as an advocate for families in need of health care services and encourages ownership and responsibility of the individual's health care needs
- Assist, support, and work with other health programs to carry out programs & services for the community
- Performs other duties and responsibilities as needed in the performance of the position as directed by the Health Manager

Knowledge, Skills, and Abilities

- Strong leadership skills that promote collaboration and learning.
- Knowledge and respect of St'át'imc culture.
- Ability to effectively use computer programs, such as Word, Excel, Outlook, etc.
- Ability to complete and maintain confidential and secure clients' files.
- Knowledge of First Nations Health Authority, Interior Health Authority, and other health organizations
- Knowledge of community resources.
- Excellent oral and written communication skills
- Minimum of 3 years working in the health field
- Grade 12 or equivalent and a Community Health Representative Certificate
- Valid BC Driver's License and reliable vehicle.
- Willing and able to travel, as required.
- Clear Criminal Records Check with Vulnerable Sector Search.
- Leading a healthy lifestyle

APPLICATION DEADLINE: Resumes will be received until 4:00 pm Friday December 10, 2021

Please mail, email or fax cover letter, resume and references to:

Mail: Xaxli'p Administration, PO Box 1330, Lillooet, BC. V0K1V0 **Email:** hr@xaxlip.ca **Fax:** 250-256-4803

Please note that only those applicants shortlisted will be contacted.