



Cayoose Creek Indian Band

PO Box 484, Lillooet BC. V0K 1V0 PH: 250-256-4136 Fax: 250-256-4138
Cayoosetecreek.ca

JOB POSTING

Health Manager

<u>POSITION:</u>	Health Manager
<u>WORK HOURS:</u>	Monday to Friday, 8:30 am to 4:30 pm, 35 hours per week and some evening and weekends;
<u>REPORTS TO:</u>	Band Administrator
<u>SUPERVISES:</u>	Health Department staff

Job Summary:

The Health Manager will be responsible for overseeing the Sekw'el'was Health Department. This includes maintaining professional relationships with agencies such as Interior Health, First Nations Health Authority, and Indigenous Services Canada. In addition, the Health Manager will supervise all employees in the Health Department and will be responsible for processing and approving payments. In consultation with the Band Administrator and Sekw'el'was Chief and Council, the Health Manager will also advocate for Indigenous health and wellbeing at a political level.

Duties & Responsibilities:

- Performs all duties and responsibilities in accordance with the policies, standards and procedures, and as directed by the Band Administrator.
- Maintains client confidentiality.
- Provide support and advice to the staff in the Health Department.
- Collaborate with other departments at CCIB.
- Track and maintain Health budgets and budgets from grants.
- Complete and submit reports to funding agencies;
- Issues payments and reimbursements to contractors, facilitators, and community members following funding deliverables and policies and procedures;
- Review community funding requests with the Band Administrator and Chief and Council.
- Complete Patient Travel Warrants by following First Nations Health Authority's policies and regulations.
- Organize invoices, purchase orders, and claims for medical supplies.
- Schedule meetings with community members and agencies.
- Apply for grants, funds, and other programs.
- Maintain working relationships with agencies.
- Maintain Indigenous advocacy at the political level.



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- Develop programs based on health concerns in the Sekw'el'was community and manage the Health programs.
 - Network and distribute information.
 - Work effectively in constantly changing conditions while maintaining excellent performance.
 - Take accountability for the maintenance and operations of our Health programs.
 - Other duties as assigned;

Skills:

- Be able to navigate issues relating to biological systems, public health, epidemiology, research, and ethics.
- Must have excellent filing, organizational and communications skills.
- Administrative support experience, education and/or training.
- Must have experience with budgets.
- Must have strong teamwork and cooperation, service orientation skills, ability to work alone and as part of a team.
- Knowledge and understanding of First Nations communities, culture and issues are essential.
- Experience with Microsoft Word, Excel Spreadsheets, PowerPoint, and Publisher.
- Experience with Xyntax or other general ledger systems.
- Working knowledge of office equipment including telephone, photocopier, scanner, and postage machine.
- Must have interpersonal skills.
- Valid Class 5 Driver's License and a reliable vehicle.
- Be able to work after scheduled hours if necessary.
- Understand the importance and practice of confidentiality;

Qualifications:

- Hold a Bachelor of Science degree or any similar degree relating to public health or higher from an accredited Canadian institution.
- If a degree is not present, then five (5) or more years of experience working with Indigenous organizations in the health sector is required.
- Experience with research at the university level is an asset.
- First Aid Level 1 (or higher) from a recognized Canadian organization.
- Satisfactory Criminal Record Check.

Salary Range: \$ 35.00– \$ 45/ hour Dependent on qualifications and skills

Term: indefinite (upon completion of probation)

Scope: full time, 35 hours per week



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NOTES:

- All applicants must submit their resume, cover letter, and three references.
- The successful applicant must submit both a Criminal Record Check and Vulnerable Sector Check prior to commencing.
- Cayoose Creek is an equal opportunity employer and encourages applications from all qualified individuals. Pursuant to Section 41 of the BC Human Rights Code, preference may be given to applicants of Indigenous, Metis or Inuit heritage. Candidates of Indigenous-identity are encouraged to self-identify on their application or within their cover letter.

Forward your Resume, Cover Letter and three references to:

Attention: Rhonda Leech, Administrator

Email: adminassistant@cayoosetreeek.ca

Fax: (250) 256-4138

In person at 810 Highway 99 South, Lillooet, BC V0K 1V0

Application Deadline: Until filled