



TAKU RIVER TLINGIT FIRST NATION

Health and Social Department



EMPLOYMENT OPPORTUNITY – Community Health Representative

POSITION: Community Health Representative
SUPERVISORS: Manager, Health and Social
WAGE: \$54840 - \$65820
STATUS: Permanent Full Time
CLOSING DATE: Until Filled

POSITION SUMMARY

This position provides services to TRTFN members residing in Atlin. Works as part of, and in concert with, the Health and Social team. Primary focus is to increase health knowledge of patients and communities through a broad range of activities such as transportation to health visits, outreach, community education, informal counseling, social support, liaison between clients and medical service agencies and providers, and advocacy.

QUALIFICATIONS

- Grade 12 or equivalent with post-secondary education relevant to the position
- Demonstrated ability to maintain confidentiality
- Good computer skills
- Reliable and ability to organize and plan own work to meet deadlines
- Good verbal and written communication skills
- Valid driver's license and use of a reliable vehicle
- Criminal records check/Vulnerable Sector Check
- Full COVID 19 Vaccination
- Knowledgeable and respectful of Indigenous traditional healing practices
- Cross culturally sensitive, trauma informed, and aware of the need for reconciliation practice in programming delivery

JOB DUTIES

- Oversee and allocate Health Canada Medical Transportation Funding to eligible clients.
- Coordinate and manage the diabetes prevention program
- Deliver Health Promotion activities
- Work with professional resources to coordinate, evaluate and plan home and community care services to meet identified needs.
- Administer and coordinate elder care program
- Provide Social Assistance Administration and client services
- Provide assistance to clients regarding TRTFN health benefits and other benefits
- Provide support for home care workers, provide supplies, connect with clients to make sure all tasks are accomplished and required supports are available and delivered.
- Provide administration for client files, monitor budgets, provide required reports, create workplans, develop correspondence and keep accurate records.
- Maintain a high level of confidentiality regarding program and treatment of clientele.
- Develop and maintain effective and proactive working relationships with community health professionals and work as part of the client care team.

To Apply, Send Cover Letter and Resume to: Anne Campbell, hss_mgr@gov.trtfn.com 250 651 7900 Ext. 305

Please Note: We are only able to accept applications from permanent Canadian residents.