



POSITION	Community Health Representative
WAGE	\$54,848 - \$65,820 per year, depending on education and experience
STATUS	Permanent, full time (72hr pay period)
LOCATION	Taku River Tlingit First Nation (TRTFN) in Atlin, BC
SUPERVISOR	Health & Social Manager
CLOSING DATE	Open until filled
HOUSING	Temporarily accommodation available for the right candidate.

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.

DUTIES AND RESPONSIBILITIES

- Coordinate and manage the diabetes prevention program which includes coordinating weekly lunches and education for community.
- Deliver Health Promotion and educational activities
- Work with professional resources to coordinate, evaluate, and plan home and community care services to meet identified needs.
- Design, administer and coordinate comprehensive elder care program
- Assist clients regarding non-insured health and other benefits
- Manage home care program. Work with primary care workers and family to coordinate assessment of clients to determine need and required supports. Recruit, train and supervise home care workers. Provide supplies and 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
- Manage medical travel for TRTFN citizens
- Support with Social Assistance program

EDUCATION, SKILLS AND EXPERIENCE

- Bachelor's Degree, Collage Diploma, or equivalent experience to the position-required.
- 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.

CONDITIONS OF EMPLOYMENT

- Criminal records check and Vulnerable Sector Check

BENEFITS

- Included after 3 months of probationary period.
- Benefits include extended medical, eyewear, dental coverage as well as an RRSP matching plan.

APPLICATION PROCESS

To submit a resume or obtain further information contact: Email: careers@gov.trtfn.com
titled: Community Health Representative.

No Phone calls will be entertained.

We thank all those who apply but only those who are being considered will be contacted

Preference given to Taku River Tlingit First Nation Citizens.

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