



Job Description

Position	Community Health Administrator
Department	Health and Wellness
Supervisor	Health and Wellness Manager
Wage / Salary Range	\$27.42 - \$32.91 per hour depending on education and work experience
Status	Permanent, Full time. (Schedule can be flexible)
Location	Taku River Tlingit First Nation (TRTFN) Atlin, BC
Date created	March 12, 2024
Date edited	June 3, 2024
Date posted	
Closing Date	

ABOUT THE TAKU RIVER TLINGIT FIRST NATION (TRTFN)

The TRTFN is situated in its traditional lands in the idyllic community of Atlin, British Columbia, a small community of approximately 470 people. The TRTFN is governed through the adoption of a traditional Tlingit clan system of governance. The TRTFN is moving forward as the responsible decision makers of their territorial lands and waters. The TRTFN territory covers over 40,000 sq/km and includes what is now known as British Columbia, Yukon, and Alaska/US. Its territory contains high mountains, expansive forests rich with wildlife and salmon filled wild rivers. As responsible decision makers, the TRTFN is embarking on a course necessary to ensure the continuation and advancement of its rights and interests in all matters impacting the traditional territory. This will assist the TRTFN in ensuring the preservation of what is Tlingit.

POSITION SUMMARY

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

WORK THAT MATTERS

You are passionate about improving outcomes for First Nations people. You enjoy working as part of a team and can deliver individual results. You thrive in an environment which allows you to make a high impact towards the future of a First Nations Community.

DUTIES AND RESPONSIBILITIES

- Assist with coordinating weekly lunches, supporting community kitchen staff, and education for community.
- Deliver Health Promotion and educational activities.
- Assist with comprehensive elder care program.
- Assist clients regarding non-insured health and other benefits.
- Work with primary care workers and family to coordinate required supports and provide supplies.
- Provide administration for client files and required reports, develop correspondence, and keep accurate records.
- Maintain a high level of confidentiality regarding program and treatment of clientele.
- Maintain effective and proactive working relationships with community health professionals and work as part of the client care team.
- Support medical travel for TRTFN citizens.
- Support with Social Assistance program.
- Administer Income Assistance program: range of responsibilities for this program include reporting, proposals, case management, etc.
- Administrative duties, including communication support for Health and Social Manager, staff meeting planning and agenda creation, communication with Health and Social team for important updates, coordination, and scheduling of workshops with outside vendors.

EDUCATION

- Grade 12 or equivalent

EXPERIENCE

- Work in teams.
- Work with the general public.

SKILLS

- Computer skills – familiar with MS Office
- Reliable
- Able to organize and plan own work to meet deadlines.
- Good verbal and written communication skills
- Knowledgeable and respectful of Indigenous traditional healing practices
- Ability to maintain confidentiality.

POSITIONS SUPERVISED

- Community Kitchen staff
- Home care workers

TRAINING REQUIRED

All employees are expected to participate in many types of training – some of them annually. Topics would include:

- Trauma Informed Care
- Lateral Kindness
- Workplace harassment and Violence prevention
- WHMIS 2015
- Suicide Intervention (all H&W staff)
- Standard First Aid CPR/AED

COMPETANCIES

This position requires the following competencies:

1. Communicator: you will be in constant communication with clients, coworkers, and supervisors.
2. Collaborative: you will complete all tasks as a team member
3. Confidentiality: given the nature of the work and in the interest of clients, all discussions, documents etc. must be kept confidential.
4. Planning and Organizing: This is important as you are involved in many programs and activities and interact with various groups.
5. Client Focus: All of what you do is in support of the goal of satisfying the clients of the Health and Wellness department.

CONDITIONS OF EMPLOYMENT

- Class 5 driver's license
- Criminal Record Check
- References

WORKING CONDITIONS

- Travel between townsites, to client's homes, training etc.

BENEFITS

- After 3 months of probationary period, benefits include extended medical, eyewear, dental coverage as well as an RRSP matching plan.
- Housing relocation assistance may be available.

APPLICATION PROCESS

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

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.