

INDIGENIOUS HEALTH COORDINATOR AND MEDICAL CLERK

Mission

You will focus on supporting primary and acute health care service delivery, as well as providing clerical support including data entry, coordinating patient travel, and reception duties for the Shuswap Health Center.

Responsibilities

Promote patient access to community services that enhance continuity of care and efficient use of resources by:

- Ensuring the delivery of culturally safe and agile care.
- Participating in the planning process to facilitate timely discharge of patients while supporting patient self-care and independence.
- Maintaining the community resource contact list for client health services.
- Developing and presenting culturally safe educational sessions for health providers regarding Indigenous traditional health practices and approaches in the primary and acute care settings.
- Initiating and maintaining working relationships with patients to help them access primary health care services.
- Supporting and advocating on behalf of patients and their families, as needed.
- Providing follow up as needed to service referral within and outside the health care team. Collaborating with Interior Health and the East Kootenay Division of Family Practice health care staff.
- Communicating with community health team members regarding patient health status and discharge plans and follow up and reports back to the Community Nurse
- Providing follow up and support to patients. Maintaining electronic and paper documents and files.
- Supporting the provision of comprehensive health care services through networking with family physician offices and other health care providers including maternity, inpatient, residential, mild/moderate mental health and substance use, and preventative care.

- Supporting membership with patient travel including uploading expenses, organizing accommodations, and maintaining training outlined by funders for accuracy and reporting monthly.
- Reception duties include answering phones, emails, redirecting client's, appointment reminders and scheduling. Provide direct support to the Health Director as requested
- Facilitating and/or participating in community cultural and wellness gatherings and health care initiative events.

Qualifications

- Degree or Diploma in Health Care, Social Work or two years related education in a social/health related field.
- Minimum of two years of experience working in a social/health related role for an Indigenous community.
- Possess a valid British Columbia driver's license, able to submit current drivers abstract and have reliable transportation.
- Complete and clear a RCMP Vulnerable Sector Screening.

Skills and Experience

- Comprehensive knowledge of other health care disciplines and their role in patient/client care.
- Understanding of impacts (trauma informed) practice, increasing safety (harm reduction) practice.
- Understanding of traditional and cultural approaches, wellness, and healing practices, relationship-based practice, integrated (collaborative) practice, and experiential (discovery) practice.
- Proficient in all MS office applications.

Personal Attributes

- Handles confidential information in a culturally sensitive manner.
- Ability to establish and maintain good interpersonal relationships by displaying tact, courtesy and patience with clients, family members and others involved in the client's care.
- Excellent verbal and written communication skills.
- Exceptional organizational skills.

- Knowledge of Secwepemc culture is an asset with experience in acknowledging cultural differences and supporting diverse needs.

Schedule. Compensation. Conditions of work

This is a full-time, year-round opportunity starting as soon as possible. We work 32.5 hours a week, Monday to Friday 9am – 4pm. Rate of pay is \$23.50/hr- \$25.19/hr.

We offer a wide variety of perks including:

- Generous vacation including 2 weeks paid holiday over Christmas
- Employer matched pension plan
- Extensive health and benefits package
- Bi-weekly healthy food box
- Dynamic work environment

How to Apply

We value diversity and welcome all qualified candidates to apply. Employment and promotion of an Indigenous person or Shuswap Band members will be administered in a fair and reasonable manner and is consistent with the Canadian Human Rights Commission Policy on “Aboriginal Employment Preference.”

If interested, please email your resume to nmorgan@shuswapband.ca. **Deadline to apply is May 11, 2022.**