



Tk'emlúps te Secwépemc

(Kamloops Indian Band)

JOB POSTING

Tk'emlúps te Secwépemc (TteS) is a fast-growing vibrant organization committed to the development and progress of its Band Members and Community. As such, the TteS invites applications from qualified, highly motivated and dynamic individuals to fill the following position.

POSITION TITLE: Community Health Representative
DEPARTMENT: Community Services
SUPERVISOR: Community Services Manager
TERMS: Full Time
Reference #: 2019 - 054

PURPOSE OF POSITION:

The Community Health Representative (CHR) is responsible for prevention, intervention as well as education services to enhance the quality of life of TteS members. As a member of the Community Services Department, he/she is also responsible for liaising between patients, families, the community and health care providers to ensure patients and families understand their conditions and treatment and are receiving appropriate care. The incumbent will also educate and monitor the community members regarding general health while preparing for epidemics and emergencies.

DUTIES AND RESPONSIBILITIES:

- Works closely with the employees of the Community Services Department, with health care providers and the community to provide information and support about healthy lifestyles, prevention and wellness.
- Works with individual, family and community with a holistic approach to health and health care.
- Provides up-to-date information and resources to promote healthy lifestyles through education, immunization and clinics.
- Supports the Q'wemtsin Health Society in the control of communicable diseases.
- Organizes and leads community outreach activities focused on chronic conditions, environmental health and reproductive health.
- Provides workshops and information on various health topics.
- Researches community relevant resources
- Prepares and presents program reports to the Community Services Coordinator.
- Maintains confidentiality on all matters relating to the affairs of the TteS.
- Arranges patient travel to medical appointments.
- Supervises Essentials Services Driver/s
- Assists members in filling out medical forms.
- Maintains an inventory of supplies for the Health Station.
- Provides follow-up visits after special medical treatments and/or hospitalization.

- Maintains confidential medical forms and records.
- Assists the Social Worker and the Family Care Worker in the development of programs as applicable.
- Notifies Environmental Health Officers of any issues or concerns with the health environment on reserve.
- Performs all duties and responsibilities in accordance with the TteS policies, standards, and procedures.

REQUIRED QUALIFICATIONS, KNOWLEDGE AND OTHER SKILLS:

Professional Certification, Education and Experience

- A Certificate from a recognized Community Health Program and 2 years' experience or an equivalent combination of education and/or training.
- CPR/First Aid Certification
- Must have a current valid Class 5 Driver's License.
- Personal vehicle
- Completion of Chronic Disease Self-Management Program would be an asset.
- Must pass Child Care Criminal Record Check.
- Experience/training in a health-related field in a First Nation community is an asset.

HOURS OF WORK: Normal Day shifts – 7 hours. Non-normal shifts maybe required.

PAY GRADE: As per current TteS wage grid.

Tk'emlúps te Secwépemc thanks all applicants for their interest, however, only those selected for an interview will be contacted.

In accordance with Section 16(1) of the *Canadian Human Rights Act* and pursuant to Section 42 of the BC Human Rights code, it is TteS Policy to practice preferential hiring for Aboriginal peoples. Candidates who wish to qualify for preferential consideration must self-identify.

Deadline for the Job posting is July 22, 2019 by 2:00 pm.

Submit Job Application Form, cover letter, resume, and references

**online: <https://tkemlups.ca/job-application-form/>, by fax: 250.828.9847,
or in person, at our Human Resources office #200 – 330 Chief Alex Thomas Way.**

**Office Hours are Monday to Friday 8:00 a.m. to 4:00 p.m. &
closed for lunch from 12:00pm to 1:00pm**

We require each applicant to fill out
an online <https://tkemlups.ca/job-application-form/> which can be found on the <https://tkemlups.ca/employment/> website

Any late submissions or submissions without the job application form will not be considered.