



Songhees Nation Job Posting

Full-Time Permanent

JOB TITLE:	Health Programs Clerk		
Reports to:	Director of Health and Social Services	Salary Scale:	\$18.00/hr
Department:	Health and Social Services	Deadline:	May 15, 2023

Job Posting:

Songhees Nation is looking to fill the position of the Health Clerk who, under the direction of the Director of Health and Social Services, the Health clerk acts as the administrative point of contact between the Health Department Programs and internal/external clients. The Health Clerk also provides personalized administrative and program support in a well-organized and timely manner to all Coordinators and Workers in the Health Department.

Scope of Responsibilities:

- Receive calls, take messages
- Monitor office supplies and supply orders
- Organize materials and supplies needed for various programs
- Liaise with Community Recreation Coordinator to assist with Wellness Wednesdays
- Assist with programming in all areas of the Health Department
- Notify community members about all services/events/programs offered
- Provide reminder calls for appointments
- Work with Nurse Practitioners
- Ensure sanitation of common waiting areas in the health center
- Liaise with Community Support Worker for group activities
- Assist with lunch program for the elders and other activities

Knowledge, Skills and Abilities:

- Experience as an administrative assistant, or in other secretarial position
- Knowledge of MS Office, especially Outlook and Word as well as High level verbal and written communications skills
- Exemplary planning and time management skills
- Establishes discretion, tact and confidentiality
- Knowledge of Songhees Nation culture and traditions
- Proficient writing skills to edit, finalize and revise draft documents
- Demonstrates a healthy lifestyle

Education and Experience:

- Completion of grade 12.
- Clean criminal record check
- Food safe certification*
- Carries a Class 5 drivers' license and has a reliable vehicle
- First aid with CPR certification
- Have a WHMIS certificate*
- Fall prevention certification considered an asset

Please send resumes to: Felicity Peters, Human Resource Manager - Phone 250-386-1043 ext.114
Email: Felicity.peters@songheesnation.com