



Songhees Nation Job Posting

Permanent full-time position

JOB TITLE:	Health Nursing Clerk		
Reports to:	Director of Health and Social Services	Salary Scale:	\$20.00 - \$22.00/hr
Department:	Health and Social Services	Deadline:	May 15, 2023

POSITION SUMMARY:

Songhees Nation is seeking a Health Nursing Clerk, under the direction of the Community Health Nurse the Health Nursing Clerk will provide support to the Community Health Nurse with administrative and programming needs.

KEY RESPONSIBILITIES:

- Be able to communicate with clients respectfully
- Be able to maintain confidentiality
- Be comfortable talking on the phone
- Comfortable with computers, specifically office word and outlook
- Open to learning, including future job specific training
- Schedule client's appointments and call them for reminders
- Book Songhees rooms for clinics etc.
- Prepare space for clinics
- Order food for different events
- Create posters for different clinics days for around the building and Facebook/newsletter
- Send faxes to different health centres as requested
- Maintain healthy snacks in common areas
- Take blood pressure of clients prior to appointment
- Pick up vaccines from Esquimalt health centre.
- Enter immunizations into Panorama/provincial database on behalf of nursing.
- Wash laundry from footcare clinic

Training will be provided to use the sterilizer and sterilize footcare tools as well as blood pressure equipment and vaccine transportation.

REQUIRED QUALIFICATIONS AND EXPERIENCE:

- Grade 12 completion
- MOA training considered an asset

Additional requirements:

- Valid British Columbia driver's license and access reliable transportation
- Must undergo a Criminal Record Check
- **Only candidates selected for an interview will be contacted.**

Songhees Nation is committed to increasing the number of members working for the Nation. Hiring preference will be given to qualified candidates who are Songhees Nation members.

If you are excited by this opportunity and want to be a part of Songhees Nation's team, please apply online by emailing your cover letter and resume to:

Felicity Peters, Human Resource Manager

Songhees Nation Phone 250-386-1043 ext.114 Email: Felicity.peters@songheesnation.com