



Kispiox Band Council

1336 Kispiox Valley Road, Kispiox, BC V0J 1Y4

Phone: 250-842-5248 Fax: 250-842-5604

JOB POSTING

The **KISPIOX BAND** is seeking a motivated and committed person for the following position: **Health Project Administrative Assistant.**

Background information

Kispiox Band is moving forward to independently administer health program service delivery directly to their community members.

Kispiox leadership wants to provide clear and thorough information to Kispiox community members on this change as it relates to transitioning GHS health programs and services to Kispiox Health Services under Kispiox Band Council administration.

Kispiox Band Council and the First Nations Health Authority are working together through this process to ensure there is no interruption in quality health services to community members and that services are reflective of the community needs and priorities.

Kispiox Band will create its own Community Health and Wellness Plan (CHWP). The plan will be driven by the members input and will reflect the needs and priorities of Kispiox community.

Job Summary

The Health Project Administrative Assistant will report directly to the Kispiox Band Manager. Working with the Kispiox Band Manager and/or designates, the successful candidate will assist with the development, distribution and analysis of a community needs assessment, the development of the Community Health and Wellness Plan and the implementation of the Community Health and Wellness Plan elements as required.

The successful candidate must have a background and experience in health; will have good time management, and be accountable and dependable. Flexibility, problem solving, planning and organizing are required; some flexibility in hours may be required based on need and deadlines.

See full job description below

Submit resumes with applicable documents to:

Blanka Jecminkova, MA.Sc.Eng.
Kispiox Band Manager
1336 Kispiox Valley Road
Kispiox BC V0J 1Y4
Email: bandmanager@kispioxband.ca

Closing Date: January 20th, 2021 @ 4:30 p.m.

Health Project Administrative Assistant – Term Contract (6 MONTHS minimum) Job Description

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Duties and Responsibilities

- Organize and collate historical information relevant to previous and current meetings regarding health.
- Manage communications regarding the health project via telephone, mail and email and forward communications as needed.
- Provide administrative and clerical support preparing documents and other written materials as required.
- Maintain records and timelines regarding communications, meetings and relevant intake and output of information to the Kispiox Band Manager and Kispiox Band Council
- Coordinate meetings as required; attend meetings as required and maintain records of the meetings in the form of minutes as required.

Experience and Skills

Experience and a background in health is required for this position.

Must be able to take direction and to work independently and as a team player using effective written and verbal communication skills is necessary.

Must have excellent interpersonal communication skills with supervisors, coworkers and community members.

Qualifications

Grade 12, high school diploma

Demonstrated Health background and experience (certificate, diploma, etc).

Experience with administrative and clerical procedures

Competency with computers and office equipment; must be able to produce reports using a variety of computer programs.

Must have a valid Class 5 Driver's License and own vehicle

*Mandatory Criminal Record Check is required

Hours of Work: Monday to Friday from 8:30 a.m. to 4:30 p.m. * **Must be able to work flexible hours as required**

Salary: to be determined.