



LILLOOET TRIBAL COUNCIL

650 Industrial Place, PO Box 1420, Lillooet BC, V0K - 1V0
T: 250-256-7523 F: 250-256-7119 info@lillooettribalcouncil.ca

JOB POSTING

Job Title: Health Administrator
Organization: Lillooet Tribal Council
Department: St'át'imc Outreach Health Services (SOHS)
Term: Full-time, Permanent
Location: Lillooet, BC
Reports to: Administrator, Lillooet Tribal Council

REPOST!

POSITION SUMMARY:

The Health Administrator is responsible for the overall management of SOHS health and wellness services including: administration, human resource management (recruitment, orientation, evaluation) financial management, the development and management of formal plans, strategic goals, programs and services, policy development, reporting of funding agreements, and the overall evaluation and monitoring of the St'át'imc Outreach Health Services Health and Wellness resources.

This position is directed by and accountable to the LTC Administrator and works closely with the Community Engagement Coordinator.

Duties include, but not limited to:

- Manage, oversee and evaluate the SOHS Projects:
 - Finances and reporting to funders as per LTC Contribution Agreements
 - Human Resources- recruitment, orientation, training and evaluation of SOHS staff, advocacy for core staff
 - SOHS Policy Development- safety, privacy and security etc.
 - Communications & publications- internal, external
- Development of budgets for proposal submissions
- Accreditation/ Quality Assurance/Performance Oversight:
 - Client data/system collection- effectiveness of care, access/availability of care, experience of care, utilization
 - Medical record system- electronic software
- Reporting-provide a written monthly report to the Lillooet Tribal Council Chiefs, and Health Advisory Committee as needed and /or requested.

QUALIFICATIONS:

- A bachelor degree in Business Administration, Commerce, Health Sciences or Health related Human Services field or a combination of education, training with 3 or more years' experience in Administration and Management.

- Excellent writing skills needed to develop reports, presentations, briefing materials, proposals, policy development, planning, implementation, strategic business planning and other important communications;
- *Strong communication and interpersonal skills*
- Conflict Resolution, Negotiations, and Effective Human Resource Management
- Efficient organizational skills with proven ability to successfully manage multiple priorities
- Efficient with MS-Office computer software programs
- Work independently as well as cooperatively with LTC member-communities and health service partners.
- Current valid Class 5 BC Driver's License, has a vehicle and is comfortable driving in remote and challenging road conditions.
- Successful completion of a Criminal Records Check

QUALITIES

- Is compassionate, accepting and enjoys working with all ages groups (especially elders) and families,
- Demonstrates cultural competency and safety when working with the St'át'imc,
- Enjoys working as part of a team,
- Can work independently with strong accountability to his/her employer and the St'át'imc People,
- Organized, creative and proactive.

SALARY: dependent on education and experience.

BENEFITS:

- Dental care
- Extended health care
- RRSP match
- Vision care

APPLICATION DEADLINE

Posted: October 15, 2021

Closes: Open until filled

APPLY WITH COVER LETTER, RESUME AND CURRENT REFERENCES TO:

Attn. Administrator, Lillooet Tribal Council, 650 Industrial Place, Lillooet BC V0K 1V0
or email info@lillooettribalcouncil.ca

Please note that only those applicants shortlisted will be contacted. If you do not hear from us about this position, please accept our sincere appreciation for your interest in our organization!