

Lillooet Tribal Council

950 Industrial Place, Lillooet B.C., V0K 1V0

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JOB TITLE:	Health Administrator	ORGANIZATION:	Lillooet Tribal Council (LTC)
DEPARTMENT:	St'át'imc Outreach Health Services (SOHS)	TERM:	Full-time, Permanent
LOCATION:	LTC Office, Lillooet, B.C.	REPORTS TO:	Administrator, LTC

APPLY TO: *(with cover letter, resume and current references)*

Attn. Administrator, Lillooet Tribal Council, 650 Industrial Place, Lillooet, B.C., V0K 1V0
Or email: info@lillooettribalcouncil.ca

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 SOHS health and wellness resources. This position is directly accountable to the LTC Administrator and works closely with the Community Engagement Coordinator

RESPONSIBILITIES:

- Evaluates, manages, and oversees the SOHS Projects:
 - Finances and reporting to funders as per LTC Contribution Agreements,
 - Human Resources – recruitment/orientation/training/performance evaluation/advocacy,
 - SOHS Policy Development,
 - Communications & Publications (internal/external)
- Development of budgets for proposal submissions
- Accreditation, Quality Assurance, and Performance Oversight:
 - Client data and system collection – effectiveness of care, access and availability of care, experience of care, and utilization
 - Medical record system – electronic software
- Reporting – providing a written monthly report the LTC Chiefs, and Health Advisory Committee (HAC) – 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
Application Deadline	Posted June 20, 2022 – Closes July 6, 2022

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!

