



BRIDGE RIVER INDIAN BAND

P.O. BOX 190, LILLOOET, BC V0K 1V0 • PH: (250) 256-7423
ADMIN FAX: (250) 256-7999 • HEALTH FAX: (250) 256-2443

Xwisten Health Reception

Temporary - Full-time (35 HOURS PER WEEK)

The health reception will report to the Health Manager, the successful candidate will provide support to all the Xwisten-Bridge River Indian Band Health Departments.

Primary Duties and Responsibilities:

- Provide assistance to Xwisten Health Departments as needed;
- Customer service;
- Filing, Faxing, Photo Copying, Scanning;
- Creating and Distribution. Assist with developing health related posters of events as needed;
- Daily Monitoring temperatures of the Xwisten Medication Fridge and Keep a log of the readings;
- Maintain and monitor the health office's front desk area;
- Adhere to workplace health and safety policies;
- Participate in Monthly Health Team Meetings; and
- Perform other health related duties as required.

Qualifications:

- 2-3 years of relevant experience;
- Valid Driver's License and Reliable Vehicle;
- First Aid Certification, Level C CPR Certification (or willing to obtain within a set time frame);
- WHIMIS Certification (or willing to obtain within a set time frame);
- Food safe Level 1 Certification (or willing to obtain within a set time frame);
- Vulnerable Sector, Criminal Record Check.

HOW TO APPLY:

Submit resume, cover letter and 3 work-related references by fax or in person to:

Bradley Jack, Administrator
Xwisten - Bridge River Indian Band
1A Joseph Road, P.O. Box 190
Lillooet, BC V0K 1V0
Fax: (250)-256-7999

Closing Date: April 26, 2019