



shíshálh Nation **Employment Opportunity**

Position: COMMUNITY HEALTH REPRESENTATIVE

Department: Health and Social Development

Reports to: Director, Health and Social Development

Summary

This position provides educational and preventative services to the community to improve the quality of health care. This position will also coordinate some services such as homemakers and long-term care workers.

Duties and Responsibilities

1. Health, Education and Prevention

The Community Health Representative supports and encourages community members to be responsible for their own health. To accomplish this, the CHR plans, implements and evaluates community health education programs by:

- Demonstrate a healthy lifestyle and being a positive role model for the community;
- Seek and encourage individual and community input in determining health care needs and setting health care priorities and program delivery
- Assist in assessing health needs using knowledge and information about the community including statistical information, and evaluating success of programs and services based on feedback from the community
- Encourage and support community initiatives and endeavour to facilitate greater community responsibility and involvement in health care
- Assist individuals and families to recognize their own health needs and encouraging the taking of appropriate action to meet these needs
- Monitor safety of community water supply once a week and submit related reports as required
- Coordinate the Chronic Disease Management and Diabetes Programs with the Nutritionist.

2. Health Intervention

The Community Health Representative will intervene and be involved with ensuring that all Band members' health needs are addressed by:

- Review applications for extended or specialized health services and approving when appropriate or directed
- Support and advocate on behalf of members with external agencies (e.g. NIHB, INAC, Health Canada) and with health service suppliers
- Provide after-hours crisis intervention for health related emergencies or referral (compensation as per Call-Out Pay policy).

3. Service Delivery

- Arrange for transportation of the sick to hospital or other clinics
- Assist with ensuring the continuity of care beyond hospital through collaboration with the community and other agencies
- Coordinate homemaker services for Band members and recommend assessment for long-term care services to be provided by the Community Health Nurse or Home and Community Care Nurse
- Determine client expectations of Homemaker and develop a client/department agreement
- Participate in emergency preparedness and disaster planning work as directed.

4. Administration

- Assist in developing a health strategy on an annual basis to plan, budget and implement all community health activities with the Director of Health and Social Development
- Prepare and submit monthly activity reports, and other reports and recommendations as requested by Department Head and Chief and Council
- Maintain accurate and up-to-date files on all clients, and maintain the security of confidential and private information, records, and correspondence
- Liaise with Band staff to seek input and advice on health programs or case studies
- Meet on a regular and/or as-needed basis with other agencies (e.g. doctors, hospital staff, Provincial Health and other relevant official and voluntary agencies) to provide information on services provided by NIHB and to consult and make referrals in relation to client health problems
- Schedule and supervise the activities of the Homemakers and Long-Term Care staff, and complete related reports as required

- Ensure the maintenance of all health-related equipment and supplies assigned to the Health Centre.

4. Other

- Other duties as assigned.

Qualifications

- Grade 12 or equivalent with health education background relevant to the position
- Completion of health-related education certificate preferred
- Demonstrated ability to maintain confidentiality
- Experience with Microsoft Word and Outlook
- Ability to write or complete required reports
- Ability to organize and plan own work to meet deadlines
- Ability to be flexible to meet changing priorities
- Good verbal and written communication skills
- Valid driver's licence, and use of a reliable vehicle for work-related responsibility
- Healthy lifestyle
- Physical and mental ability to perform the job

Preference will be given to qualified shíshálh Nation employees.

We sincerely thank all applicants for their interest in the position, however only qualified applicants will be contacted for an interview.

Please send your cover letter and résumé to Anne-Louise McManus, HR Consultant at:
amcmanus@secheltnation.net