



Musqueam Indian Band

6735 Salish Drive
Vancouver, B.C. V6N 4C4
Telephone: 604 263-3261

Job Posting Nurses' Assistant Regular Full-Time

The Musqueam people have lived in our present location for thousands of years. Our traditional territory once occupied much of what is now Vancouver and surrounding areas. The name Musqueam relates back to the River Grass, the name of the grass is məθkʷəy'. There is a story that has been passed on from generation to generation that explains how we became known as the xʷməθkʷəy̓əm (Musqueam) - People of the River Grass. Although a metropolitan city has developed in the heart of Musqueam territory, our community maintains strong cultural and traditional beliefs. Today our population flourishes and we are a strong community of over thousand members. To learn more about Musqueam, please visit www.musqueam.bc.ca.

Musqueam Indian Band (Musqueam) is seeking a **Nurses' Assistant**. This position is responsible for providing a wide variety of administrative and program support to the Health Department's Home Care Nurse (HCN) and Community Health Nurse (CHN). This position also supports a broad range of community-based activities and involves supporting the facilitation and coordination of nursing programs for the Musqueam Community. A potential future role for this position may include Elder Centre outreach, projects and programs. The Nurses' Assistant reports to the Health Program Manager.

Key Responsibilities

- Provide administrative support to the HCN and CHN in planning and delivering community based health programs and events such as annual flu clinic, screenings, and health education sessions
- Initiate, process and track departmental forms used in the delivery of home care and community health nursing programs such as purchase orders, supply requisitions, etc.
- Maintain inventory of home care medical and community health supplies
- Schedule meetings and send out meeting notices for HCN and CHN
- Shop for and prepare light meals/snacks for small groups participating in health programs/events
- Arrange for catering services and facilities bookings for home care and community health programs/initiatives
- Assist in or arrange for venue clean up after group sessions and health initiatives
- Prepare event notices for the Community Newsletter
- Sort and compile home care and community health program data for departmental record keeping and reporting (e.g., attendance at each event).
- Respond to inquiries from health department clients as well as community members regarding health (nursing) programs and services; make referrals to HCC, NP and CHN as required
- Refers client requests for assistance with medical appointments and/or services to the HCN or CHN as required
- Print and disseminate the weekly home care attendant schedules and the home care client schedules (schedules created/approved by HCN)
- Other duties as required

Qualifications and Skills

- Successful completion of high school diploma and college or university courses in Health Sciences, Community Health, Social work or related field is preferred
- Experience with ESDRT, diabetes education, early childhood education, food safe, and Heart Smart Kids Program is preferred

- Knowledge and experience working with groups and delivering health programs in Musqueam or other First Nations is preferred
- Knowledge of Musqueam culture, history and community resources is preferred
- Experience working in home care and community health settings
- Minimum of one year's administrative/clerical work experience
- Competent computer skills in Microsoft Word, Outlook, Excel, Power Point and Publisher
- Demonstrated ability to use good judgment and discretion
- Ability to work independently, as a part of a team and with diverse groups
- Strong organizational skills with proven ability to multi-task and prioritize tasks
- Strong time management skills with the ability to work within short timelines and deadlines
- Proven ability to maintain confidential and sensitive information
- Strong written and oral communication skills
- Ability to problem solve and develop creative approaches
- Demonstrated ability to be empathetic

Working Conditions

- Work is performed in the Health Department office, the Elder's Centre, the Community Centre, in community members' homes, and occasionally in a kitchen environment
- Some variable hours including occasional evenings are required
- Valid driver's license and insured personal vehicle for work purposes
- Successful criminal record check

Please email cover letter and resume to: jobs@musqueam.bc.ca
and reference "Nurses' Assistant" in the subject line.

Applicants of Musqueam and/or Aboriginal ancestry are encouraged to apply.

Position will remain open until filled.

** We thank all those who apply, however, only those short-listed will be contacted.*