



LOWER KOOTENAY BAND

3425 HWY 21/Old Community Rd, Creston, BC V0B1G2
PH: (250) 428-4428 / FAX: (250) 420-0357

JOB POSTING: HEALTH CARE ASSISTANT / HOME SUPPORT WORKER /
ADMINISTRATIVE ASSISTANT

CLASSIFICATION: PERMANENT

TERM: FULL TIME (30 hrs/week)

REPORTING TO: DIRECTOR OF HEALTH

LOCATION:

Located in the southeastern part of British Columbia, the Town of Creston has a unique blend of mountains, lakes, farms, orchards and forests. The population of Creston is 5,000 and the trading area serves about 15,000 people. The Lower Kootenay Band (LKB) has 200 plus members and is a member of the Ktunaxa Nation.

POSITION SUMMARY:

Under the supervision of the Registered Nurse (RN) and Director of Health, key responsibilities include the development of a trauma-informed, culturally safe care plans for in need Community Clients to meet all physical, emotional, and social health needs. In direct collaboration with the RN, the HCA coordinates and delivers the LKB Home and Community Care Program.

The HCA's role is to support Community Clients' independence and ability to safely thrive at home while providing home support services by assisting with activities of daily living and supporting safe independence.

The HCA will provide administrative assistant support at the LKB Health Centre.

DUTIES AND RESPONSIBILITIES:

- Participate as an integral member of a health care delivery team
- Advocate for and use culturally relevant and appropriate approaches when building relationships and providing home support services
- Participate in home visits to conduct intake and review assessments in collaboration with the RN/Director of Health
- Participate in the ongoing planning, development and evaluation of the LKB Home and Community Care Program in collaboration with the RN/Director of Health
- Provide support and assistance in home support activities as identified within the *LKB Home Care Program Care Assessment Forms* to be completed in collaboration with the RN/Director of Health
- Maintain client records, ensure confidentiality of all information related to clients
- Promote autonomy of the client and family
- Provide support and assistance in carrying out LKB activities with home support clients
- Perform disinfection of LKB Health Centre in between client visits with care staff
- Answer phones, take messages, direct calls
- Greet and direct visitors at the LKB Health Centre both in-person and over the phone
- Restock health centre supplies



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- Check immunization and stock fridge temperatures at beginning and end of shift
- Complete and maintain relevant, confidential records through LKB filing system to ensure easy retrieval of information and records
- Scheduling of community members with LKB Health Centre offered health services
- Performs other related duties as assigned

POSITION QUALIFICATIONS:

- Health Care Assistant Certification
- Office Administrative certificate would be an asset, however, not required
- Knowledge of routine office practices and procedures, general office administrative skills
- Ability to work on computer programs – MS Word, Excel, PowerPoint, Internet and Outlook
- Possess a valid BC Provincial Class 4 Drivers License
- Current valid CPR HCP Certification

REQUIREMENTS:

- Previous experience with home care support
- Criminal Record Check
- Ability to work effectively in collaboration with other members of the health care team, clients and their families
- High standards of ethics and ability to maintain confidentiality
- Commitment to ongoing professional development

A knowledge of and appreciation of the culture, values and political objectives of the Yaqan Nukiy people of the Ktunaxa Nation would be an asset.

Please submit your cover letter and resume marked “confidential” to

Gwen Grieves, RN
Director of Health
Email nurse@lowerkootenay.com
Fax 250-420-0357

CLOSING DATE: Until the position is filled.

Please be advised that only those selected for an interview will be contacted.