



McLeod Lake Indian Band

General Delivery, McLeod Lake, BC V0J 2G0
Main Office (250) 750-4415 Fax: (250) 750-4420

Job Posting Community Health Representative

McLeod Lake is located 150km north of Prince George and 50km south of Mackenzie, BC. The Tse'khene is a south westerly extension of the Athapascan speaking people of northern Canada. McLeod Lake Band Members are a nomadic hunting people who controlled the basins of the Parsnip and Finley Rivers and the valley of the Peace River in British Columbia. Living on the edge of the Rocky Mountains, we are the "People of the Rocks". The Community Health Representative reports to Health Director and is responsible for supporting healthy living in the community.

Specific Responsibilities:

- Planning and conducting meetings and workshops aimed at preventing health problems, such as: Nutrition, communicable diseases control and immunization, pre- and post-natal health, dental hygiene, life styles, growth and development, family life education, parenting education, accident prevention, stress management and personal development;
- Identifying and referring situations that require further attention to the appropriate personnel;
- Order and maintain medical supply inventory for distribution to nurses;
- Pick up and distribute medication for members;
- Inspect child safety seats;
- Weekly water testing, upload on Water Trax as per Health Canada;
- Work within the Contribution Agreement guidelines for Health Canada with finance;
- Work on a five year plan, emergency and Pandemic plan;
- Teaching families minor illness management techniques (*e.g. Taking temperature and sponge bath, prevention of dehydration*);
- Maintaining contact with the elderly and patients with long term illness monitoring their nutritional status and general state of health,
- Administering and monitor the patient travel budget;
- Preparing travel loses for submission to Health Canada with assistance in yearly log preparation;
- Representing the McLeod Lake Indian Band in matters of health care by attending workshops, seminars, boards etc. when directed by the Supervisor;
- Identifying the health needs of the community and liaise with all medical professionals visiting the community.

Qualifications & Expectations:

- Home support/Long Term Care Aid Course or a combination of education and experience
- Class 5 Driver's License
- Level 1 First Aid
- Good Communication Skills
- Able to multi-task

Please submit a resume and cover letter to:

McLeod Lake Indian Band
General Delivery
McLeod Lake, BC, V0J 2G0
Email: hrdept@mliib.ca
Closing Date : January 22nd, 2021