



# 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

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Under the direction of the Health Director, the community health representative will promote the efficient operations of the Health department.

### Key Responsibilities:

- Plan and conduct meetings and workshops aimed at preventing health problems, such as: Nutrition, communicable diseases control and immunization, pre- and post-natal health, dental hygiene, growth and development, family life education, parenting education, accident prevention, stress management and personal development.
- Identify and refer situations that require further attention to the appropriate agencies.
- Order and maintain medical supply inventory for distribution as required.
- 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.
- Facilitate the teaching of minor illness management techniques (*e.g., Taking temperature and sponge bath, prevention of dehydration*).
- Maintain contact with the elderly and patients with long term illness monitoring their nutritional status and general state of health,
- Administer and monitor the patient travel budget by arranging for transportation services for patients that require to travel to and from McLeod Lake, Prince George and Mackenzie (*e.g., Vehicle, driver and accommodations*).
- Collect and collate receipts arising from authorized patient travel.
- Prepare travel statements for submission to Health Canada with assistance in yearly log preparation.
- Represent the McLeod Lake Indian Band in matters of health care by attending workshops, seminars, boards etc. when directed by their Supervisor.
- Identify the health needs of the community, propose programs and services to address those needs to their Supervisor, assist to negotiate funding proposals with funding agencies, and implement the identified programs and solutions for the members of the McLeod Lake Indian Band.
- Other tasks that may be assigned by their Supervisor.

### Education and Experience

Minimum requirement of Grade 12 and a combination of education and experience (Home Support / Long term care knowledge, and work experience). Candidates must have, level one first aid, good communication skills and be able to multitask. Must hold a valid driver's license.

*The position will be located at the Health Department of McLeod Lake with some remote work available. Transportation will be provided from Prince George or Mackenzie.*

*We thank all applicants for their interest in MLIB, however, only those applicants selected for further consideration will be contacted.*

Please submit resumes and cover letters to:

**Attention: HR Advisor**

Email: [hrdept@milib.ca](mailto:hrdept@milib.ca)

Posted: November 20, 2023