



Employment Opportunity

WFN fosters a workplace environment that is diverse, inclusive, collaborative, healthy, and reflective of Syilx values and culture.



Home Care Administrator – Full Time

Who We Are

Located within the traditional unceded territory of the syilx people, Westbank First Nation (WFN) is a progressive and prosperous self-governing First Nation. WFN is dedicated to promoting a healthy and prosperous future to ensure its continued existence as a strong political, social and cultural community.

Westbank First Nation values Equality, Honesty and Fairness, Respect, Integrity, Accountability and Transparency, Sustainability, Understanding, Confidentiality and Efficiency.

About this Opportunity

Reporting directly to the Health Manager, the Home Care Administrator is responsible for providing administrative and clerical support to health programs to ensure efficient, client-centered service delivery. Responsibilities include greeting clients and families, providing customer service, answering phone calls, scheduling appointments, coordinating transportation support, organizing and maintaining records, and assisting with documentation/reporting and filing. The role also supports program activities by helping coordinate monthly Lunch and Learn sessions, organizing monthly events for Home Care clients, and providing administrative support for projects, meetings, and community events. This position requires strong organizational skills, attention to detail, professionalism, and the ability to manage multiple priorities while maintaining confidentiality in a healthcare setting.

Want to know more? You will..

- Provides administrative, clerical, and technical support to the Home Care team
- Maintains supplies inventory by checking stock to determine inventory level and anticipating needed supplies
- Organize, maintain, and update client, program, and administrative records in accordance with privacy and confidentiality requirements
- Complete data entry filing, and documentation accurately and in a timely manner
- Responsible for the Health and Wellness vehicle fleet
- Assists with the Respite and Thriving at Home Program
- Schedules and coordinates client appointments, ensuring that all correct forms are completed, the client understands the processes involved, and confirming appointment times

Community. Leadership. Pride.

Must Haves:

- Minimum Grade 12 or equivalent required
- Minimum of two (2) years related office experience
- Advanced level of ability working with Word, Excel, Outlook, Publisher, and Adobe
- Office Assistant or Administrative Assistant Certificate is considered an asset
- Criminal Record Check with Vulnerable Sector Search with results acceptable to Westbank First Nation
- Valid Class 5 Driver's License and Acceptable Driver's Abstract

Perks of Working at WFN:

- Competitive compensation package including 3 weeks' vacation
- Extended Health Care (including Vision and Paramedical Services), Dental, Basic Life Insurance, Employee Assistance Program, and Health Spending Account
- Municipal Pension Plan membership
- Access to Big White Season Passes (Summer & Winter)
- Employee Recognition Program
- Access to LinkedIn Learning for Professional Development

The median salary for this position is \$54,336

This is a term position with a set end date of March 31, 2027

Application Details:

To review the full job description and to learn more about Westbank First Nation please visit our website at <https://www.wfn.ca>.

All applications must be submitted through our [Employment Opportunities](#) page. Ensure you attach your cover letter and resume. Incomplete or late submissions will not be accepted.

This opportunity will close at midnight on Sunday, April 19, 2026