Upper Nicola

# Job Posting

**Position:** Health Director Assistant
**Department:** Health
**Term**: Permanent, Full-Time
**Start date:** ASAP (or until position is filled)
**Wage:** Grade 4 ($23.20 - $34.75)
**Reports to:** Health Director

**Role:**

Under the supervision of the Health Director, the Health Director Assistant provides support to the Health Director including planning, community engagement and/or development and administrative duties.

**Key Responsibilities:**

- Assist in the planning, promotion, implementation and evaluation of programs; assist in the development of planning documents, proposals, reports, presentations etc.; assist in event planning, organizing meetings and other logistics; assist in the quality improvement initiatives.
- Attend internal and external meetings; represent the UNB at nation-level meetings.
- Support department staff in problem-solving computer issues; review and process department staff timesheets, sick leaves vacations etc. and liaise with Finance Department. Authorize leave and timesheets etc. in the absence of the Health Director.
- Process Purchase Orders for supplies and contracts; liaise with contractors, staff and consultants.
- Assist with finance-related documentation, monitoring expenditures, assist with other administrative duties.

**Qualifications/Experience:**

- Grade 12 diploma required plus administration diploma or equivalent.
- Aboriginal Health and Community Administration Program Certificate, or similar certificate. First Aid certificate is an asset.
- 2-3 years' experience in a related position, supporting managers/directors within a First Nations community.

**Knowledge/skills/abilities**

- Working knowledge/training with computers and in general office procedures, including data entry skills and experience; must have experience with the Microsoft Office Suite, letter writing, scanning, copying and in the resolution of computer problems; strong verbal and written communication skills.
- Ability to act on behalf of the Director internally and externally.
- Working knowledge of financial processes.
- Knowledge of syilx history and culture is an asset.

Send cover letter and resume via hand delivery, mail, e-mail to:

Upper Nicola Band – Box 3700
Merritt, BC V1K 1B8 Fax: 250-350-3311 Tel: 250-350-3342
hr@uppernicola.com

**Upper Nicola Band thanks all applicants. Only those short-listed will be contacted.**