

# Lytton First Nation

## Event Coordinator

### TI'Kemtsin Health

The TI'Kemtsin Health Department is recruiting an Event Coordinator that is responsible for planning events in the delivery of community health, treatment, and surveillance programs to address health prevention, intervention, and treatment needs within the community. As a member of the Health Care Team, the Event Coordinator is also responsible for liaising with patients, families, the community, and health care providers to ensure patients and families understand their conditions and treatment and are receiving the appropriate care. The Event Coordinator is also responsible for providing health education and monitoring the community health during epidemics and emergencies.

#### General Duties:

- Provide health information and plan events for parents and caregivers
- Support with hearing and vision clinics
- Maintain regular contact (home visits) with the elderly and chronic clients while monitoring their physical health, nutritional status, requirements for medications
- Work closely with Home and Community Care staff, collaborating on care and treatment of mutual patients
- Assist in diabetes prevention/intervention
- Promote health with workshops, health fairs, clinics
- Maintain current, accurate and secure client files with administrative tasks
- Provide LFN Health Manager with weekly reports
- Liaise with LFN Health workers, to share information and ensure appropriate services are provided to community members
- Work in cooperation with other community agencies and service providers on and off reserve
- Work closely with Community Engagement Nurse, and other related professionals to ensure the delivery of quality health services to community members
- Attend weekly meetings with TI'Kemtsin Health staff
- Other duties as assigned

#### Job Skills Experience and Other Requirements:

- High school diploma or GED
- Valid First Aid (Level 1)/CPR Certificates and up-to-date St. John Ambulance Training or be willing to take training for certification



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- Experience in planning and developing promotion of programs (preferably within a First Nations context).
- Current knowledge of and proficiency in the delivery of First Nations health and social programs and services
- Computer literacy on computer software
- Ability to maintain an organized and up-to-date filing system
- Knowledge of Nlaka'pamux culture and history
- Provide a current criminal record check with the vulnerable sector search
- Valid BC driver's license, a drivers abstract and access to a personal vehicle
- Understand the importance and practice of confidentiality

**Deadline: Open until filled**

**Apply with cover letter, resume, and 3 current references to:**

**[jobs@lfn.band](mailto:jobs@lfn.band)**

**Attention: Human Resources Manager**

**PO Box 20, Lytton BC V0K 1Z0**



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