



# LYTTON FIRST NATION

P.O. Box 20, Lytton, B.C., Canada, V0K 1Z0, Ph. 250-455-2304 Fax 250-455-2291

## EMPLOYMENT OPPORTUNITY

### EXTERNAL - TERM

Lytton First Nation is recruiting an **Interim Health Manager for the Health Department**. The office is located at 1535 St. Georges Road, Lytton B.C. Working with the support and supervision of the Interim Health Director and Band Administrator. The incumbent will provide leadership and instruction in managing and maintaining the Tl'Kemtsin Community Health Centre. This position is classified as **six (6) month Term Position** to cover a medical absence.

Under the supervision of the Interim Health Director, the Health Manager provides overall leadership and direction to the program supervisors and staff, specifically: management and supervision of staff day-to-day tasks, activities, and services; coordination, liaison and networking duties; implementation of programs for the benefit of the community members; and technical support and assistance to staff. Supervision of a multidisciplinary health care delivery team to provide preventative and remedial health services to meet the holistic needs of the Lytton First Nation's people.

#### **SPECIFIC RESPONSIBILITIES:**

- Management and supervision of staff day-to-day operations
- Coordination, liaison and networking duties
- Implementation of programs for the benefit of the community members
- Technical support and assistance to staff
- Performs other related duties as assigned by supervisor

#### **EXPERIENCE AND QUALIFICATIONS:**

- Post-Secondary Education in Health Administration and three years of supervisory experience, or
- Degree in Business Administration and three years of supervisory experience, or
- Bachelor of Social Work or Nursing and three years of supervisory experience.
- Ability to support, lead and supervise in a multidisciplinary and decentralized environment.
- Demonstrated ability to communicate effectively in written and oral forms with a wide range of audiences and to engage effectively in conflict resolution..
- Ability to create and manage budgets based on current accounting practices.
- Practical knowledge of provincial and federal organizations mandated to provide health services.
- Actual experience (minimum of 2 years) in any or all of the tasks cited in the specific duties and responsibilities.
- Actual managerial skills: planning; organizing; directing, staffing; communicating; and related skills.
- Knowledge of Aboriginal culture in general and Nlaka'pamux culture and history in particular.
- Ability to operate computer and fluent in MS OFFICE with an ability to operate office equipment.
- Ability for being organized, must have excellent management and office administration skills with keep good recording system.
- Ability to work independently and with minimum supervision and have capacity to work well under pressure.
- Professional commitment to community and health team, flexibility and good problem-solving skills.
- Ability to work independently and with demonstrated professionalism at all times.
- Demonstrated interpersonal, leadership skills, the ability to supervise, coach and mentor adults.
- Practices self-care and able to exercise personal boundaries through understanding their importance to healthy practices
- Understands the importance of confidentiality.
- Ability to pass and provide a current criminal record check.
- Valid BC drivers license, a driver's abstract and access to a personal vehicle.

**SALARY: Will be based qualifications, knowledge, and experience.**

**POSITION STATUS: Full-Time Temporary Term Position and subject to a six (6) month review.**

**APPLICATION CLOSING DATE: Open until position is filled with skilled and qualified candidate.**

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

**ATTN: Band Operations Manager**

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

**Mail to: PO Box 20, Lytton BC V0K 1Z0**

**Fax: 1-250-455-2291**

**Drop-off mail: 951 Main Street**