

Lytton First Nation

Assistant Manager

TI'Kemtsin Health

The TI'Kemtsin Health Department is recruiting an energetic, highly motivated Assistant Manager, to assist the Health Manager in the planning, intervention, and management of the TI'Kemtsin Health Department. The Assistant Manager is responsible to help plan, organize and implement office procedures for efficient day-to day operations.

General Duties:

- Assist the Health manager to organize, plan, implement and evaluate on community health programs
- Assist in the coordination of day-to day operations
- Provide LFN Health Manager with weekly reports
- Assist in ongoing assessments of community health and community health needs, using a variety of methods including community input and statistical information
- Assist in advocating with funders on behalf of health programming
- 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:

- 2 years post-secondary experience or Office Administration certification
- A minimum of 1 year of experience in actively delivering community health prevention and promotion programs (preferably within a First Nations context).
- Current knowledge of and proficiency in the delivery of First Nations health and social programs and services
- Working knowledge of computer hardware and software (e.g., Excel, Microsoft Word, Outlook).
- 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



PO Box 20
Lytton, BC
V0K 1Z0

PHONE 250.455.2304
EMAIL crystal.prince@lfn.band
WEBSITE www.lfn.band

- Valid BC driver's license, a drivers abstract and access to a personal vehicle.
- Understand the importance and practice of confidentiality

Deadline: August 1, 2024

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

jobs@lfn.band

**Attention: Human Resources Manager
PO Box 20, Lytton BC V0K 1Z0**



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