

Lytton First Nation

Employment Opportunity Health Clerk

The Lytton First Nation (LFN) is seeking a dedicated individual as the Health Clerk with the LFN TI'Kemtsin Health Centre. The Health Clerk is responsible for providing administrative support to the LFN Health Team in the form of reception and clerical services.

Responsibilities:

- Perform the reception duties including answering phones, delivering messages, booking appointments, and warmly greet community members and visitors
- Provide clerical assistance to health staff in the areas of filing, photocopying, emailing and other related functions
- Direct inquiries about service provided by LFN Health to appropriate LFN Health staff
- Maintain an organized filing system which ensures efficient storage and retrieval of information
- Perform Microsoft Word processing duties as required (general correspondence, preparation of statistical forms)
- Ensures staff sign-in/sign-out book (daily log) is maintained and kept up to date
- Maintain the Health Van sign-out book and maintenance schedule for bookings
- Create a calendar of all community events taking place within the nation
- Ensure all office equipment/supplies is in good, working condition and maintained on a regular basis

Training and Experience:

- Highschool Diploma or GED
- Office diploma experience
- Microsoft Word/Excel
- Ability to provide services in a professional manner
- Knowledge of Nlaka'pamux culture and history

Open until filled

Apply with cover letter resume, and current references to:

Attention: Human Resources Manager

Email: jobs@lfn.band

In person: drop off at the LFN band office