



Lytton First Nation

Job Posting: Health Receptionist

Location: Lytton, BC
Position Type: Full-Time

About Us

Lytton First Nation (LFN) is a culturally grounded community with a strong identity and commitment to building a sustainable, self-sufficient future. Guided by the wisdom of our Tl'kemsin Elders and the knowledge of our leaders and membership, we strive to create a healthy economy and vibrant community for future generations.

Our mission is to strengthen community vitality by planning responsibly for the future, safeguarding our people, preserving our traditions, and ensuring long-term economic and fiscal stability. We maintain respectful, mutually beneficial relationships with local, provincial, and federal partners, supporting transparent governance and the continued growth and well-being of our Nation.

About the Role

The **Health Receptionist** is the first point of contact for LFN community members and plays an essential role in creating a welcoming, respectful, and culturally safe environment. Reporting to the Health Manager, this position provides administrative and clerical support to ensure the efficient day-to-day operation of health services.

The successful candidate will support scheduling, records management, coordination of resources, and communication while maintaining strict confidentiality of all health information.

What You Will Do

As the **Health Receptionist**, you will:

- Greet clients and respond to phone and in-person inquiries in a professional and welcoming manner
- Provide administrative and clerical support, including filing, correspondence, and general office duties
- Schedule appointments, services, and transportation for clients
- Coordinate staff schedules, calendars, and communications
- Maintain organized filing systems, office supplies, and equipment
- Monitor and manage health vehicle bookings, including sign-out logs
- Support health programs, meetings, and community events, including logistics and note-taking
- Provide information to community members about available health services
- Ensure meeting and hospitality needs are prepared for staff and visitors
- Maintain confidentiality and secure handling of all client and health records
- Contribute to a positive, team-oriented work environment

What You Bring

- High school diploma or equivalent
- Relevant experience, education, or a combination of both will be considered
- Previous experience in a First Nation's environment is preferred
- Proficiency in Microsoft 360 (Word, Outlook, Excel)
- Excellent communication and interpersonal skills
- Strong organizational and time management abilities
- Ability to manage sensitive situations with discretion and care
- Strong conflict resolution and de-escalation skills

- High level of confidentiality and professionalism
 - Ability to work independently and collaboratively within a team
 - Understanding of First Nations services, cultural humility, and community-based approaches
 - Knowledge of Nlaka'pamux culture, community values, and local context is an asset
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Additional Requirements

- Ability to maintain confidentiality and professional boundaries
 - BC Driver's License, and access to a reliable vehicle is an asset
 - Clear Criminal Record Check with a vulnerable sector search
 - Two business references (must include a direct supervisor)
 - Commitment to ongoing training and professional development
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Why Join Us?

Working with LFN means contributing to cultural oriented, secure community with a strong community identity and sense of place in a role where your leadership directly impacts the wellbeing of our Nation. You will join a supportive team rooted in our shared values of **community, innovation, integrity, service, and teamwork.**

How to Apply

 jobs@lfn.band or in person at the LFN Administration Office

Resume, cover letter, and business references

 **(250) 455-2304**

 **www.lfn.band**

Position is open until filled