

# METLAKATLA FIRST NATION

## JOB OPPORTUNITY

### Health Centre Aide

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<b>Date Reclassified:</b>	<b>April 6, 2020</b>
<b>Business Unit:</b>	<b>Metlakatla First Nation (MFN)</b>
<b>Location:</b>	<b>Metlakatla, British Columbia</b>
<b>Reporting to:</b>	<b>Director of Health</b>

Metlakatla First Nation has an immediate opening for a full-time Health Centre Aide located in Metlakatla, British Columbia. As the successful candidate, you will support community health programs by performing duties such as: maintaining inventories of medical supplies, maintaining medical equipment and instruments; planning and coordinating health fairs and events; and performing related administrative support duties. You will be a detail oriented, self-motivated professional, with superior communication skills and the ability to develop and maintain positive working relationships.

#### Responsibilities:

- Maintain inventories of medical supplies and equipment by monitoring inventory levels, identifying requirements, processing orders, and receiving, verifying, documenting, distributing, and storing shipments;
- Clean and sterilize medical equipment and instruments in accordance with established procedures. Prepare and label antiseptic and stock solutions. Prepare nursing bags by cleaning and stocking with medical supplies and equipment;
- Provide support in clinical settings by performing duties such as setting up and dismantling rooms, weighing and measuring babies, and calibrating and cleaning equipment such as scales and glucometers; taking blood pressure;
- Assist in planning of member health fairs, youth trips, and monthly outings in partnership with the Recreation Department;
- Perform administrative support duties including booking clients for appointments, answering phones, assembling and maintaining files, packaging items for shipment, organizing and renewing pamphlets, preparing poster displays, marking new equipment and liaising with patient travel; monthly and year-end electronic reporting;
- Build and support sustainable and productive relationships with all individuals including staff, senior management, healthcare professionals, the community, appropriate government agencies, patients and families;
- Coordinate direct patient care and promote inter-disciplinary patient care planning and patient education taking into consideration the cultural, psychosocial, and age-associated needs of patients;
- Consult with and serve as an interface with staff and appropriate committees to ensure coordination in systems planning, development and implementation between Metlakatla and appropriate external organizations;
- Assist with planning and implementation of the Metlakatla Emergency Plan;
- Liaise with First Nations Patient Travel Program administered through Prince Rupert Aboriginal Community Services Society and assist patients as required; plan and coordinate health fairs and events;
- Perform other duties within the scope of the position, as required.

#### Required Knowledge, Skills and Abilities:

- High School Graduation Diploma / GED and relevant work experience;
- Knowledge of biological management, medical terminology, nursing equipment, sterilization techniques and procedures;
- Knowledge of computer programs such as Microsoft Office and Panorama;
- Valid Class 4 BC Driver's License (Unrestricted) with access to private transportation; satisfactory Criminal Record Check.

#### Working Conditions

- May be exposed to infectious waste, diseases, conditions, etc.;
- Interact with residents, family members, staff, visitors, government agencies/personnel under all circumstances, which may be traumatic situations; manual dexterity required to use desktop computer and peripherals;
- Intermittent physical activity including walking, standing, sitting, lifting and supporting patients.

#### Submission Deadline:

- Open until filled.
- We invite all interested parties to reply in the strictest confidence to the Director of Human Resources: [hr@metlakatla.ca](mailto:hr@metlakatla.ca)