



Employment Opportunity Skeetchestn Clinic Manager

The Organization:

Q'wemtsin Health Society is an assembly of Health Care Professionals who believe in providing holistic health services to our Secwépemc communities. We offer a range of health programs, services, and education.

Term:

Temporary Part-time (may lead to Permanent)

Purpose:

The Skeetchestn (SIB) Clinic Manager is responsible for the efficient day to day operations and maintenance of the SIB clinic. This position is expected to organize and coordinate administration duties and office procedures effectively. Your role is to create and maintain a pleasant work environment, ensuring high levels of organizational effectiveness, communication and safety.

Duties:

- Will be responsible for ensuring coverage at the front desk for scheduling of appointments and follow up reminder calls
- Will inspect building and grounds on a daily basis and will communicate issues with SIB band building maintenance department immediately
- Will work with building maintenance to ensure grounds and building are safe and secure
- Will work closely with QHS IT technician to maintain EMR records and ensure privacy and security are maintained
- Assist in the organization of office operations and procedures and liaising with other departments
- Check requisite inventory and restock supplies and necessary materials
- Must be an active participant as a member of the OH&S joint committee

Qualifications and Skills:

- Proven experience as an Office Manager, Front Office Manager or Senior Administrative Assistant
- Knowledge of Office Administrator responsibilities, systems and procedures
- Ability to use a high degree of tact and diplomacy in working with staff and clientele
- Proficiency in MS Office
- Excellent time management skills and the ability to multi-task and prioritize work
- Attention to detail and problem solving skills
- Progressive thinker with an ability to suggest improvements and more efficient processes
- Strong written and verbal communication skills
- Knowledge of Secwepemc culture is an asset, acknowledges cultural differences and supports diversity

Requirements:

- This position is required to work Monday through Thursday, 9:30 am to 4:00 pm with a one hour lunch period
- Possess valid British Columbia driver's license, submit current drivers abstract, and must have reliable transportation as the clinic is 9 km west of Savona, BC on the Trans Canada Highway
- Criminal Records Check (vulnerable sector) will be required

Please forward your cover letter and resume along with three references in confidence to:

Q'wemtsin Health Society
Attn: Human Resource Department
130 Chilcotin Road
Kamloops, BC V2H 1G3
E-mail: hr@qwemtsin.org

The deadline for this posting is **Thursday, October 15, 2020**

08Oct2020