TSARTLIP FIRST NATION

Tsartlip First Nation
COMMUNITY HEALTH REPRESENTATIVE

The Tsartlip First Nation is pleased to invite applicants to apply to the permanent, full-time **Community Health Representative** position.

Community Health Representative promotes health-related activities, workshops and programs for Tsartlip community members. Acts as an advocate for members to receive needed health services. This is a unionized position and is governed by the terms and conditions of the applicable Collective Agreement of BCNU.

Applicants are invited to email their resume and cover letter to Anuradha Walisundera, CPHR at careers@tsartlip.com by 4:00PM on Friday, September 11, 2026.

In alignment with Section 16(1) of the Canadian Human Rights Act and Section 42 of the BC Human Rights Code, it is the policy of nation to give preference in hiring to Indigenous peoples. Applicants who wish to be considered for preferential hiring are encouraged to self-identify in their application.
The hourly wage for this position is $27.32 per hour.

Education and Experience

- Grade 12 graduation (Dogwood or BC Adult Graduation Diploma); and
- 2 years related experience; or
- Equivalent combination of education and experience;
- Degree or diploma in, community development, or human services or related field an asset;
- Minimum of 2 years' experience managing, directing and leading employees an asset
- Experience planning and promoting events;
- Experience working with people from all age groups (e.g. babies – elderly);
- Experience keyboarding; creating and manipulating word documents, spreadsheets, data bases and other computer applications;
- Experience working within a First Nation community an asset;
- Valid standard first aid and CPR certificate;
- Class 5 driver's licence, reliable vehicle and a clean driver's abstract and appropriate insurance is required;
- Clean criminal record check with Vulnerable Sector required.

Duties and Responsibilities

- Conducts research and prepares funding proposals; ensures programs and services are adequately funded and that reports required by any funding or partner agencies are completed and forwarded as per agreed to format, timelines and contract requirements, as applicable;
- Adheres to the program budget established by the Manager;
- Assists with the promotion and coordination of the health services and functions;
- Coordinates and books health related workshops, programs or information sessions for members;
- Interacts with Nation employees, members, committees and working groups, other First Nation communities, the public, government agencies, other partners and special interest groups;
- Works with program leads to plan, organize and execute a variety of community programs
- Assists members to access services and equipment by making referrals to various health resources;
- Liaises and follows up with health care providers including but not limited to Community Health Nurse, Doctors, Psychiatrists, Hospital Liaison, Dentists, Mental Health and Addictions;
- Provides health outreach support services such as bringing supplies to patients who are unable to pick up due to illness;
- Assists members to resolve health benefits questions and concerns;
- Promotes healthy lifestyles including exercise, nutrition overall health and safety;
- Promotes community health education and wellness clinics including bringing in speakers on various topics; and acts as a liaison for the specialty services for the community;

- Provides safe and reliable transportation services to community members for medical appointments, treatments, and other approved health-related travel and community programs, ensuring clients arrive at their destinations in a timely and respectful manner;
- Books hotel rooms and coordinates other support such as gas, food, mileage for parents when their children are hospitalized either on Vancouver Island or in Vancouver;
- Acts as a liaison with the Tsartlip community and liaises with external health services to enhance services available to the community;
- Coordinates cultural and traditional activities including smudging and gifting as required;
- Maintains confidential patient travel information;
- Arranges transportation for community members on cultural, social, educational events.
- Prepares and submits monthly reports regarding member appointments, workshops and upcoming events to the FNHA, and prepares reports to the Manager and Chief and Council as required as required;
- Drafts, edits, keyboards and files a variety of documents including notes, correspondence, minutes and reports;
- Works in collaboration with other agencies, such as First Nations Health Authority and Island Health, to support wholistic service provision;
- Prepares and applies for grants and funding for member activities when required;
- Advocates on behalf of members
- Presents timely and relevant information and updates for inclusion in the newsletter. Provides information and updates for inclusion in community meetings, if required;
- Develops effective working relationships with members, partners, and co-workers by assisting in the resolution of issues and complaints and refers them to the Manager when required;
- Attends relevant training and workshops identified by the Manager to enhance program services;
- Monitors areas of responsibility for opportunities for improvement and innovation and works proactively to implement these.

Thank you for your interest in this position, only those short listed will be contacted.