



Klahoose
First Nation

Occupying traditional territories that span from Cortes Island to Toba Inlet, the Klahoose Nation has existed since time before memory. Our primary village site, Squirrel Cove, is home to approximately eighty-five full-time residents who live and work on Cortes Island and in the surrounding areas. The remaining three hundred plus members reside in off reserve coastal communities in the lower mainland, and Washington State.

Why you'll love working at Klahoose First Nation:

- Full & Part time position;
- In-person, Monday-Friday.
- Competitive hourly compensation range commensurate with experience; and
- Friendly and collaborative on-site work environment.

We are currently seeking a part-time Health Centre Assistant to provide essential support to our medical staff and ensure smooth operations within the office.

Under the supervision of the Health Centre Manager the duties and responsibilities of the Health Centre Admin are best summarized as administrative tasks, patient interaction, and assisting with clinical functions. Furthermore they include, but are not limited to, the following:

Administrative Support:

- Schedule and confirm patient appointments.
- Manage calendar, scheduling meetings, appointments, and travel arrangements.
- Prepare and organize documents for the Health Manager and other team members.

Patient Interaction:

- Greet and welcome visitors and clients in a warm and friendly manner.
- Answer incoming calls, directing them to the appropriate person and taking messages as needed.
- Provide information and assistance to clients, ensuring a positive experience.

Clinical Functions

- Manage event registrations and communicate with attendees regarding event details.
- Oversee all logistical aspects of events, including all requirements needed to run the event.

The successful candidate will possess the following qualifications:

- High school diploma or equivalent; additional certification as a Medical Office Assistant is a plus.
- Administrative experience in an office environment.
- Clear and concise communication style both verbally and in writing.
- Proficient in using a variety of computerized software packages such as Microsoft Office Suite (e.g., Excel, Word, PowerPoint), SharePoint, related databases and the Internet.
- Demonstrated organizational skills to effectively prioritize workload and meet deadlines.
- Effective interpersonal and organizational skills and the ability to maintain effective working relationships.
- Ability to handle confidential information with tact and discretion.
- Demonstrated ability to work effectively, both independently and as part of a team.



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- Must be able to obtain a satisfactory Criminal Records check.
- First Nation candidates are encouraged to apply, preference will be given to Klahoose Members and or Cortes Island residents.

Kindly forward your resume and with cover letter via email to recruitment@klahoose.org

Klahoose First Nation welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the recruitment and selection process.

For more information, check us out online at <https://www.klahoosefirstnation.org/a>