



Gitga'at First Nation

445 Hayimiisaxaa Way, Hartley Bay, BC V0V 1A0
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Gitga'at First Nation Health Department Job Posting RECEPTIONIST

The Gitga'at First Nation Health Department has an opening for a full-time permanent Receptionist to start as soon as possible.

Position Summary:

Reporting to the Health Director, the Receptionist will work at the Hartley Bay Nursing Station. This position is responsible for the daily clerical duties associated with the operation of the Nursing Station.

Purpose:

The Receptionist is responsible for ensuring all Gitga'at First Nation Health clients, nurses, other staff, visiting health professionals and patients are supported administratively and assist them when necessary.

Duties:

- Assist in keeping a tidy, clean and well-stocked kitchen, conference room, public washrooms and waiting room.
- Clerical Reception Duties:
 - Reception duties including receive incoming calls and transfer calls to appropriate staff efficiently with accurate information;
 - Greets patients attending the Nursing Station for appointments, informs them of their priority, notifies the health practitioners of patients arrival, ensure patients are comfortable in the waiting area;
 - Establish appointment times for all local clinics;
 - Assist with the setting up of tele-health appointments, scheduling and ensuring equipment is on- line and ready for use when needed;
 - Assist with creating patient charts for medical practitioners, filing of charts;
 - Draft and prepare correspondence for medical practitioners, and other staff;
 - Photocopy and fax correspondence as required by staff;
 - Prepare mail for delivery, pickup and drop off mail, distribute incoming mail;
 - Coordinate the re-order list for the nursing station supplies;
 - Receive prescriptions, notify clients of their arrival for pick up and deliver prescriptions to elders/home support clients.
 - During working hours and community emergencies, keep phone lines clear, maintain crowd control, and call necessary emergency personnel; first responders and volunteers;
 - On call services when no one else is available;
 - Picking up and dropping off patients for appointments when needed
 - Picking up freight from ferry or plane, and or dropping off freight;
 - Taking meeting minutes
 - Assist other health staff with duties as assigned;

Knowledge, Skill and Abilities:

- Use of computers and programs such as word, excel and others, smart phones and social media will be considered an asset.
- Problem solving, prioritizing activities and long-term planning;
- Ability to manage and prioritize multiple activities and demands;
- Good analytical skills;
- Experience with office and records management applications an asset;
- Attention to detail and high level of accuracy;
- Highly effective organizational skills, time and stress management;
- Good written and verbal communication;
- Able to safely, respectfully drive golf cart
- Able to lift 50lbs

Personal Attributes:

- A pleasing and welcoming demeanor, with a ‘can-do’ attitude;
- Ability to work independently with little supervision and as a team player;
- Ability to work in a timely manner and under pressure;
- Must have high degree of confidentiality in performing the duties;
- Be honest and trustworthy;
- Be respectful;
- Possess cultural awareness and sensitivity;
- Be flexible;
- Demonstrate sound work ethics;
- Reside in and contribute to the community of Hartley Bay.

Working Conditions:

- May spend long hours sitting and using office equipment and computers, which can cause muscle strain;
- May spend long hours on the computer which requires attention to detail and high levels of accuracy;
- Must deal with a wide variety of people on various issues.

If you are interested in applying, please submit a cover letter and resume in Word or PDF format with “Receptionist Health” in the subject line to: jobs@gitgaat.ca

The Posting will close January 22, 2023, 4:30 p.m.

Applicants of Gitga’at and/or Aboriginal ancestry are encouraged to apply. Pursuant to section 41 of the BC Human Rights Code, preference may be given to applicants of Aboriginal Ancestry.

We would like to thank all applicants for their submission, only short-listed applicants will be contacted.