



## Job Posting

**Position:** Health & Social Director Assistant  
**Department:** Community Health Services  
**Term:** Permanent Full Time  
**Start date:** November 2022 (or until position is filled)  
**Wage:** Commensurate with experience, as per salary range for Grade 3  
**Reports to:** Health Director

### Role:

Under the supervision of the Health & Social Director, the Health & Social Director Assistant provides support to the Health & Social Director including planning, community engagement and/or development and administrative duties.

### Key Responsibilities:

#### Assisting the Health and Social Director;

- Assist in the planning, promotion, implementation and evaluation of programs; assist in the development of planning documents, proposals, reports, presentations etc.; assist in event planning, organizing meetings and other logistics; assist in the quality improvement initiatives.
- Attend internal and external meetings; represent the UNB at nation-level meetings.
- Support department staff in problem-solving computer issues; review and process department staff timesheets, sick leaves vacations etc. and liaise with Finance Department. Authorize leave and timesheets etc. in the absence of the Health and Social Director.
- Process Purchase Orders for supplies and contracts; liaise with contractors, staff and consultants.
- Assist with finance-related documentation, monitoring expenditures, assist with other administrative duties.

### Qualifications/Experience:

- Grade 12 diploma required plus administration diploma or equivalent.
- Aboriginal Health and Community Administration Program Certificate, or similar certificate. First Aid certificate is an asset.
- 2-3 years' experience in a related position, supporting managers/directors within a First Nations community.

### Knowledge/skills/abilities

- Working knowledge/training with computers and in general office procedures, including data entry skills and experience; must have experience with the Microsoft Office Suite, letter writing, faxing, scanning, copying and in the resolution of computer problems; strong verbal and written communication skills.
- Ability to act on behalf of the Director internally and externally.
- Working knowledge of financial processes.
- Knowledge of syilx history and culture is an asset.

Send cover letter and resume with 3 references via hand delivery, mail, e-mail, or fax to:

### Reception,

Upper Nicola Band: General Delivery, Douglas Lake, BC V0E 1S0

[hr@uppernicola.com](mailto:hr@uppernicola.com)

**Upper Nicola Band thanks all applicants. Only those short-listed will be contacted.**