



INDEPENDENT FIRST NATIONS ALLIANCE

Job # 168 Clinical Support Worker

Location: IFNA Communities (in person)

Department: Health Services

Type of Role: Casual

Are you passionate about playing a critical role in supporting the Health Services program, staff, and our IFNA communities? We're seeking a dedicated individual who has exceptional organizational skills, attention to detail, and excellent communication skills to ensure that administrative duties are handled in a timely and accurate manner. The role will report to the Health Services Project Coordinator.

Responsibilities:

- Travel to IFNA communities to support clinical team.
- Greeting clients presenting to the clinic for appointments.
- Updating and tracking client demographic and contact information.
- Scans, files, and provides data entry to maintain accurate and up-to-date records for the Health Services program and staff.
- Perform basic initial client histories and vital signs.
- Maintain cleanliness of clinical rooms between client appointments.
- Ensures phone inquiries are taken care of in a timely manner and messages are delivered to the appropriate staff members.
- Updates community nursing stations of any changes for example to schedules or procedures in a timely and accurate manner.
- Other duties as assigned
- All employees who work at IFNA cover for each other during vacation, if someone is away sick or if there are demands on the organization that require extra time and effort to complete. This means occasionally they be asked to do tasks outside the normal scope of their position.

Position Requirements:

- Completion of secondary school in an administration or office administration would be an asset.
- Knowledge of electronic medical record systems (OSCAR, TELUS CHR, Meditech, PSS)
- Ability to perform health related tasks such as blood pressures, temperatures, respiratory rates, pulse oximetry, and basic health histories.
- Excellent written and verbal communication skills, including the ability to communicate effectively with people from diverse backgrounds.
- Strong organizational skills and ability to multi-task, prioritize and problem-solve.
- Proficient in the use of MS Office including Word, Excel and Outlook.
- Ability to adapt readily to stressful situations and meet tight deadlines.
- Strong interpersonal skills, including excellent listening skills and the ability to work collaboratively with a team.



- Flexibility to sometimes work beyond your designated working hours
- Ability to maintain a high level of confidentiality when handling sensitive information.
- Knowledge of the Personal Health Information Act and contraventions of the act.
- Occasional travel to attend meetings or conferences.
- Clear Criminal Record Check with Vulnerable Sector required
- Proof of Covid 19 vaccination, Pertussis, and MMRV vaccination, or valid medical exemption required
- A good understanding of the culture and the language is a definite asset.
- Familiarity with the independent First Nations Alliance First Nations is also an asset.

Note: Flexibility is key at IFNA. You may occasionally cover tasks outside your role, ensuring comprehensive support for our organization's mission.

Why Join IFNA? If you're ready to contribute to the efficient operation of health services programs and make a meaningful difference, apply now to join our team. We welcome individuals who are committed to supporting the well-being of our communities.

Salary Range: \$21.97 – \$27.47/ hour

Schedule: Hours worked on a casual basis.

Submit your resume and cover letter outlining your relevant experience and why you are the ideal candidate for this position to recruitment@ifna.ca identifying **Job # 168**. We look forward to welcoming you to our team!

Deadline: Position will be open until filled.

Please note that only candidates under consideration will be contacted.

We value diversity and encourage individuals from Indigenous backgrounds to self-declare, as preference may be given to candidates with such backgrounds in line with our commitment to inclusivity and community representation.