



Employment Opportunity

Full Time HHS Community Health Representative

Rate: \$27.00 per hour

Full-Time, Permanent

Huli'tun Health Society

Huli'tun Health Society (HHS) has an immediate opportunity for a **HHS Community Health Representative (HHS CHR)** to support the health and well-being of primarily Lyackson First Nation members and secondary Halalt First Nation members. This position plays a key role in coordinating and delivering holistic, culturally grounded health programs within a First Nations community health care context. **Hours of Work:** Typically, Monday to Friday, 8:30 am – 4:30 pm. Weekend, weekly late afternoon, and evening shifts are required to meet program and community needs.

• Position Summary

Reporting to the **Health Director**, the HHS CHR works closely with Lyackson community members, Elders, health employees, and service partners. The HHS CHR supports prevention, connection, and culturally safe care through the coordination, delivery, and evaluation of community-based health and wellness programs. Grounded in First Nations perspectives of wellness, this role supports holistic health: physically, mentally, emotionally, and spiritually. As a trusted, culturally safe liaison between community members and health care providers, the role supports members' understanding and navigating access to appropriate health, prevention, and treatment services. The HHS CHR is a visible role model and advocate, bringing together community knowledge, cultural values, and community health promotion practices to bridge Western health practices and First Nations holistic approaches to wellness.

Key Responsibilities

Liaison

- Respectfully liaise between patients, families, community members, and internal and external health care providers to support understanding of health conditions, treatments, and prevention, and to ensure health and wellness needs are discreetly met.
- Confidentially collaborate with Elders, community members, RNs, health professionals, service partners, and committees to ensure culturally safe and responsive programs and services.
- Advocate for community members, providing health advocacy, referrals, service navigation, and access to appropriate resources.
- Assist RNs and other health professionals in the provision of health services, including preparation and support on clinic days.
- Build and maintain trusting relationships with internal and external partners and health agencies.

Programming

- Coordinate, deliver, and evaluate holistic, culturally appropriate community health programs, wellness, and support emergency response activities aligned with community priorities.
- Coordinate clinics for visiting health professionals (e.g., vision, hearing, oral health, hygiene, and First Nations Primary Care Network services).
- Educate and monitor community health concerns, including epidemic and emergency preparedness and response.
- Lead and support community health programs, including Elder-focused initiatives (e.g., shopping, cooking, and weekly luncheons).

Wellness

- Provide cultural orientation and guidance to health professionals and employees as appropriate.
- Share timely, accurate information about health events, programs, and services through direct community communication.
- Promote disease prevention, health maintenance, and emergency preparedness through education, outreach, workshops, and direct engagement.
- Maintain strong knowledge of HHS programs, services, policies, and procedures to promote and educate community members.
- Contribute to continuous quality improvement, safety, and culturally safe practices across all aspects of the role.

Other

- Perform other related duties as required.

Planning, Quality, and Safety

The Huli'tun Health Society's Vision, Purpose, and Values, the safety and well-being of community members is a shared responsibility; teamwork.

Continuous quality improvement, safety, and adaptability to change are embedded throughout the position.

Programs and activities are guided by the Huli'tun Health Society 5-Year Health Plan (2026–2031), developed through community consultation and subject to annual review.

Program delivery emphasizes evaluation, best practices, and evidence-based approaches while remaining responsive to community needs.

Uphold the HHS Zero Tolerance Policy.

Program Coordination & Delivery

- Confidential fiscal responsibility includes but is not limited to a) Medical Transportation arrangements with corporate credit card, b) petty cash management, c) fuel reconciliations, d) Special Needs applications, e) Youth Recreation applications.
- Coordinate and support community wellness programs and activities addressing holistic health programs and services.
- Assist with teamwork; planning and delivery of culturally grounded and confidential wellness initiatives, including group sessions, workshops, events, and land-based activities.
- Ensure wellness programs are inclusive, accessible, and responsive to the community.
- With pre-approval, local non-emergency patient travel support.
- Declare conflict of interest as per Policy and Procedures.

Community & Cultural Engagement

- Build and maintain positive, respectful, and professional relationships with community members and families.
- Support culturally safe, trauma-informed, and strengths-based approaches to wellness.
- Effective and timely communication with members.
- Encourage community participation and engagement in wellness programming and evaluation.
- Work respectfully with HHS Contractors, Elders, Knowledge Keepers, and cultural advisors.

Healthcare & Service Coordination

- Collaborate with internal and external healthcare providers, community health employees, and service partners.
- Support referrals and connections to health, mental health, and social services.
- Assist community members in navigating HHS health and wellness services and benefits as needed.
- Participate in internal interdisciplinary health and wellness team meetings.

Education & Health Promotion

- Share wellness information through outreach, group education, and resource development.
- Promote community education using culturally appropriate and accessible approaches.
- Knowledgeable of Huli'tun Health Society's wellness services and support.

Reporting & Administration

- Reporting as required to the First Nations Health Authority or other funding agencies.
- Maintain confidential and accurate program records, attendance, track participation, support basic program evaluation, and internal incident reporting.
- Document daily in a community electronic health record. Create and maintain confidential charts.
- Follow and adhere to organizational policies, procedures, confidentiality standards, health regulations, and declaration of conflict of interest.

Knowledge, Skills & Abilities

- Understanding of cultural safety, cultural humility, respect, and community protocols
- Strong interpersonal and facilitation skills
- Ability to manage multiple tasks and priorities
- Demonstrated professionalism, discretion, and confidentiality
- Computer skills (email, data entry, reporting, fax, photocopy, scanning) and ability to prepare spreadsheets, word-processing programs, email, and internet access.
- Well-developed interpersonal, conflict resolution, oral, and written communication skills.
- Maintain excellent organization, time, and general management skills.
- Working as part of an effective team with HHS employees and community professionals.
- Possess a strong working knowledge of Coast Salish culture, activities, and resources.
- Assist in writing proposals and accessing external funding.
- Cooking and safe use of the ranges and cleaning using sanitization equipment.
- Preparation and serving home-made, nutritionally balanced meals.

Working Conditions

- Community-based with office duties
- Requires flexible hours, including evenings or weekends for community programs or events
- Local travel required
- Long periods of standing and lifting within WorkSafe regulations.

Qualifications & Requirements

- Diploma in a health-related field such as Community Health, Health Promotion, Child and Youth Care, First Nations Studies, or a related discipline.
- Lived experience and/or a strong connection to a First Nations community.
- Experience working in healthcare, community health, or First Nations wellness settings, including work with Elders, cultural programming, and/or land-based activities.
- Strong communication, organizational, relationship-building, and emotional intelligence skills.
- Ability to work independently and collaboratively in a community-based team environment.
- Experience with program reporting and/or grant-funded initiatives.
- Computer proficiency required
- Valid Class 5 driver's license with a clean Driver's Abstract.
- Ability to pass a Criminal Record Check, including clearance to work with children and vulnerable populations.
- Current Standard First Aid with CPR certification and Children's Oral Health Initiative certification as an asset.
- Familiarity with Artificial Intelligence tools is an asset.
- Training in trauma-informed care, cultural safety, harm reduction, Mental Health First Aid, WHMIS, and/or ASIST is considered an asset.
- As per the Order of the Provincial Health Officer regarding Hospital and Community (Health Care and other services), dated October 14, 2021, all staff working at Huli'tun Health Society are required to have an updated flu shot.

Please quote **"HHS Community Health Representative"** when submitting your Cover Letter, Resume, and three References to:

Maureen Wilson, Health Director, Huli'tun Health Society, 8019 Chemainus Road, Chemainus

EMAIL: healthdirector@hulhetun.ca or FAX to 250-324-6062

Or

EMAIL: Freda Daniels, Office Assistant at OA@hulitun.ca

Deadline: May 26, 2027

