



GITMAXMAK'AY

"Nisga'a People of the Rainbow"

Posting Date: February 12, 2013

Nisga'a Urban Health Liaison

Job Summary:

The Liaison will assist the Nisga'a Valley Health Administration in the advocacy of urban Nisga'a members involved with the Nisga'a Valley Health Authority health services. The Liaison will assist in developing and monitoring the communication and enquiries for members. The Liaison will utilize a network of support services for urban local members with NVHA health services. The Liaison will further be responsible for the provision of communications for health services on behalf of urban local members that lack representation for support for services.

The Liaison will work closely with, as well as work under the direct supervision of the Nisga'a Urban Local Office Manager. Reporting to and working with the Local Office manager, the Nisga'a Health Liaison Worker advocates for local Nisga'a member and ensures a mutual understanding between member and NVHA staff and policies of NIHB and other Nisga'a health Services. The Liaison will provide support and comfort to clients, provide education and Nisga'a Health services and act as a communication link between Nisga'a Valley health Services and the local membership at large.

Reporting relationship

The Nisga'a urban health Liaison reports directly to the Local Office Manager.

Responsibilities:

- Communication and support to the members of the Gitmaxmak'ay society of Prince Rupert / Port Edward district and Nisga'a Valley Health Authority about NVHA health programs.
- To perform member enquiries and handle details of NVHA health program intakes, assessments, referrals and participate in the development and monitoring plans of healthcare for members of the Gitmaxmak'ay Nisga'a Society involved in the service delivery of Nisga'a Valley Health.
- To maintain health member files and perform administrative duties related to the Liaison program.
- To work co-operatively with other Nisga'a local programs and in particular the NIHB and other health related programs.
- To attend/facilitate monthly/bi weekly meetings & team meetings.
- To maintain reporting requirements.
- To participate with other Gitmaxmak'ay staff in office activities and events.
- To advocate for urban members at with enquiries and required communication and documentation.
- To perform other related duties as assigned by community Liaison Co-ordinator.



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Qualifications and Experience:

- Will possess a sound understanding and appreciation of Nisga'a culture and issues.
- Will possess a sound understanding of Nisga'a health issues.
- Will have a post-secondary diploma or degree in the Social Service sector, preferably related to health program implementation and co-ordination, case management, advocacy and support.
- Will have knowledge and ability to provide support in area of NNHA health services.
- Will have excellent communication skills and interpersonal skills.
- Knowledge of Nisga'a health services an asset;
- Must have access to transportation, proof of valid driver's license, and
- Computer literacy.

Key Skills and Abilities:

- Make principle based decisions;
- Problem-solve, prioritize and organize work effectively;
- Plan, organize and implement a schedule to support the provision of personal support services to clients;
- Work independently;
- Effective listening skills and the ability to accurately and effectively communicate verbally and in writing;
- Practice within scope of role;
- Serve as a positive role model to members;
- Utilize program specific policies and procedures

Please forward resume, complete with supporting documents to the attention:

Devon Lincoln
Executive Assistant
301-860 3rd Ave West, Prince Rupert B.C. V8J 1M6
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Fax: (250) 627 – 1575

Closing date: February 22, 2013 at 4:30 pm

WE THANK ALL APPLICANTS FOR THEIR INTEREST, HOWEVER ONLY THOSE
SELECTED FOR AN INTERVIEW WILL BE CONTACTED.