



Puuk^winkpanač
Walking in Togetherness

Job Advertisement Medical Administrative Assistant

POSITION	Primary Care Registered Nurse	FTE	Casual, part-time
WORK LOCATION	Remote and travel to/from communities	HOURLY WAGE RANGE	\$45 - \$55
CLINIC SITES	Hesquiaht, Ahousaht, Tla-o-qui-aht, Toquaht, and Yuułuʔiłʔatḥ communities		

ORGANIZATION SUMMARY

The Vancouver Island West Coast Primary Care Initiative Health Society (“**WCPCI**”) is a non-profit organization located on the west coast of Vancouver Island, offering culturally safe and community-centred primary health care services that address the health and social needs of First Nation people living in the Central Region Nuuchahnulth Communities.

Puukwinkpanač means “*Walking in Togetherness*” in the Nuuchahnulth language. We prioritize a holistic approach to healthcare that honors the traditional wellness of the Nuuchahnulth communities in the central region. We shake hands with both Western and traditional medicines in health and wellness services.

WORK LOCATION

Our head office is located in hitaču, BC but we also have a satellite office within the District of Ucluelet. Team members utilize the satellite office for small team meetings, quiet space, equipment/medical supplies storage, and a place to print and scan documents. A majority of the team members are mobile on a daily basis and travel alone or in teams, at times with Uut Uuštukyuu team members, to and from the home communities of the five nations (ᑖaaḥuusʔatḥ (Ahousaht), λaʔuukwiiʔatḥ (Tla-o-qui-aht), ḥiškwiiʔatḥ (Hesquiaht), tʉkʷaaʔatḥ (Toquaht), and Yuułuʔiłʔatḥ (Ucluelet)). Travel to/from communities is done by vehicle, charter boat, or float plane. The Medical Administrative Assistant works mainly from the satellite office and from time to time will travel to/from communities.

POSITION SUMMARY

Reporting to the Clinical Manager, the Primary Care Registered Nurse works in accordance with the vision and values of the WCPCI and relevant provincial legislation and nursing standards set out by the BC College of Nursing Professionals (“**BCCNP**”). The Primary Care Registered Nurse provides team-based care alongside allopathic and Nuuchahnulth healing protocol with members of the Uut



Puuk^winkpanač
Walking in Togetherness

Job Advertisement

Medical Administrative Assistant

Uustukyuu Healing Society and is responsible for providing non-emergent primary and preventative nursing care services to the First Nation communities.

Travel and use of a personal vehicle are requirements of this position.

JOB SPECIFICATIONS

Education

- Bachelor's Degree in Nursing from a recognized university
- Current practicing registration in good standing with the British Columbia College of Nurses and Midwives (BCCNM)
- Existing Remote Certified Practice Certification or ability to attend UNBC Remote Practice Course (online/in-person)
- Successfully complete UNBC Remote Practice course and FNHA Preceptorship (if not already certified)
- Complete minimum 1-year return of service for supported UNBC Remote Practice Certification.
- Minimum 1-year Primary Care experience or minimum 3 years in related nursing field (i.e. Home and Community Care, Community Health Nursing, Public Health, etc.)
- Emergency, Public Health, and Addictions Nursing an asset
- Must have a valid Class 5 BC Driver's License

Experience

- 3+ years of experience in working in a primary care setting
- Experience working with First Nations people and communities and providing culturally safe care
- Experience in mental health and substance use is an asset
- Experience in financial and human resource management is an asset
- Experience working with Electronic Medical Records and encounter coding system is an asset

Knowledge

- Knowledge of the Nuu-chah-nulth communities and their cultural principals, traditions and customs is an asset.



Puukwinkpanač
Walking in Togetherness

Job Advertisement **Medical Administrative Assistant**

- Strong knowledge of cultural safety and humility and trauma informed approaches to care.
- Understanding of rural and remote communities and their inherent challenges and barriers.

Other

- Must submit a criminal record check, vulnerable sector.
- Must have a valid Class 5, BC Driver's License and own vehicle.
- Must be willing to travel by vehicle, boat, or plane.

CLOSING DATE:	Open Post
HOW TO APPLY:	Send your cover letter and resume to the attention of Director of Operations by email – suzanne.williams@westcoastpci.ca