



Southern Stl'at'imx
Health Society

JOB POSTING JUNIOR HEALTH CLERK

Position Title: Junior Health Clerk
Location: Health Station, Samahquam BC
Job Type: Permanent
Hours: 10:00 AM - 4:00 PM (Hours may vary)
Salary: \$18 per hour (Based on experience)
Closing Date: May 22, 2026

ORGANIZATION SUMMARY

The Southern Stl'at'imx Health Society (SSHS) is a registered non-profit society, established in 1999 with the intent to deliver culturally safe, community-based, shared health and wellness, and child and family services to the First Nation communities of N'Quatqua, Samahquam, and Skatin. SSHS believes that the Member Communities can address their community's well-being in a way that reflects their culture, traditions, and values.

POSITION SUMMARY

Provides a variety of administrative supports under the supervision of the Southern Stl'at'imx Health Society and Samahquam Administration and provides reception and general information to Samahquam community members and visiting health professionals.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Provides reception services for the health centre by answering/directing incoming calls, taking messages, answering routine inquiries and providing information of a general nature; receives visitors and refers to appropriate people.
2. Provide support for visiting health professionals and workshops such as photocopying, etc.
3. Assist with appointments by reminding people of their appointments and following-up if they are late for their appointment.
4. Responsible for booking health centre space
5. Sending invitations, typing and circulating notices.
6. Set up the Health Centre for appointments and workshops.
7. Delivering workshop or other health notices, etc.
8. Works with the band manager for any facilities issues, repair requests and needs; and for any office supplies that may be required for the Health Centre.
9. Opens and closes the Health Centre for workshops and visiting health professionals.
10. Collect and collate any evaluation forms and attendance sheets.
11. Develop community health calendars, workshop and health notices etc.
12. Performs other related duties as assigned.

JOB SPECIFICATIONS

Education

- Grade 12

Qualifications

- Requires a valid Class 5 BC Driver's License or resides in Samahquam

- Requires satisfactory Vulnerable Sector Criminal Record Check.

Experience

- One-year related experience, or an equivalent combination of education, training or education.
- Experience working with Microsoft Office Outlook, and Word.

Knowledge

- Knowledge of Stl'at'imx culture and traditional practices
- Knowledge of administrative services, processes and procedures
- Physical ability to carry out the duties of the position
- Ability to communicate, both verbally and in writing

Competencies

- **Flexibility** – Is able to adapt to changing work environments and priorities. Ability to work with diverse colleagues, volunteers, families, community members and partners, and others with a high degree of professionalism.
- **Team Cooperation and Collaboration** – Ability to work independently but also as team. Has excellent interpersonal skills and can collaborate within the team and across SSHS. Ability to engage and involve stakeholders and other staff in the planning and implementation processes.
- **Planning/Organizing** – Organize and prioritize with excellent time management skills. Meet deadlines in a high-volume, multi-tasking, client-focused environment with a strong attention to detail. Demonstrates analytical, problem solving and decision-making skills.
- **Work Ethics** - Sets and maintains high professional and performance standards. Pays close attention to detail, accuracy, quality, and ensures follow through in a timely manner. Must maintain professional conduct and abide by SSHS Code of Ethics and confidentiality agreements.
- **Motivation** – Displays energy and enthusiasm in approaching the job. Seeks opportunities to continuously improve daily work.
- **Integrity** – A significant understanding of privacy, confidentiality, and discretion. Maintains strict confidentiality in performing the duties with this position and adheres to SSHS policies and procedures.
- **Independent** – The self-confident to work independently and effectively under time pressure to meet deadlines, balance work priorities and resolve problems in a timely manner. Have the self-awareness to seek coaching, support and advice as required.
- **Communication** - Communicate clearly and concisely, verbally and in writing, to a variety of groups and individuals. Ability to communicate and work with board members, Chief and Council, and staff members (both community and SHSS) with skill and diplomacy.
- **Computer** - Demonstrated proficiency working with Microsoft programs (Word, PowerPoint, Outlook)

HOW TO APPLY

Please submit your resume and cover letter by email to Julia Schneider, Executive Assistant, at julia.schneider@sshs.ca. Please include in the subject line your name and the position you are applying for.

Thank you for your interest!