



## STZ'UMINUS FIRST NATION

### Emergency Department Assistant – Job Posting

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The Stz'uminus First Nation is seeking a term **Emergency Department Assistant**.

We are looking for an Assistant to help with the organization and running of the daily administrative duties in the Emergency Department, including duties related to our Community Education Guardians and community checkpoints.

The ideal candidate will be hard-working, reliable and diligent. Flexibility is important for this position and the Assistant must be able to undertake a variety of support tasks that range from office work to working in the community. This person must pay attention to detail, exercise discretion and use initiative to identify and implement ways to achieve better results for the department.

#### **Responsibilities:**

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- Organize office and assist colleagues in ways that optimize department procedures.
- Sort and distribute communications in a timely manner.
- Create and update records ensuring accuracy and validity of information.
- Schedule and plan meetings and appointments.
- Resolve office-related issues; trouble-shooting, and respond to requests and concerns.
- Follow Stz'uminus and Emergency Department policies.
- Protect the confidentiality of Stz'uminus First Nation and the Emergency Department.
- Maintain strong, productive relationships with suppliers, customers and colleagues.
- Perform receptionist duties when needed.
- Maintain up to date contact lists.
- Work in the SFN Emergency Social Service Reception Centre in an event of an Emergency.
- Must be prepared to support our communities and other First Nations.
- Perform other related duties and tasks as required.
- Research and compile information relevant to emergency.
- Provide resources/response efforts in case of emergency.

#### **Experience:**

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- Working knowledge of standard office equipment like printers and scanners.
- Computer Skills.
- Thorough understanding of office procedures.
- Organizational and time-management skills
- Ability to think critically and problem-solve.
- Strong written and verbal communication skills.
- Able to take direction and work as a team player.



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- Ability to adapt to the day-to-day needs of the Emergency Department.
- Must demonstrate experience being a Team Lead.

### **Qualifications:**

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- Complete and pass a Criminal Record Check as a condition of employment.
- Vehicle and valid Drivers License Required.

Interested and qualified applicants are invited to submit a cover letter and resume via Canada Post, e-mail or fax by the closing date of **October 27, 2020 at 4:00 p.m.** to the following:

Attention: Human Resources Advisor  
12611-A Trans Canada Highway  
Ladysmith, BC V9G 1M5  
Fax: 250-245-3012  
E-mail: [resumes@stzuminus.com](mailto:resumes@stzuminus.com)

*Please only forward submissions as requested above, phone calls will not be accepted.*