



## STZ'UMINUS FIRST NATION HEALTH SERVICES

### JOB DESCRIPTION

# COMMUNITY WELLNESS LIAISON

**REPORTS TO:** Health Manager

**POSITION SUMMARY:** A non-emergency patient transportation coordinator/driver and escort into appointments, if needed. Attending appointments with those who require support and assistance. 12-month term employment with Stz'uminus First Nation.

#### **QUALIFICATIONS:**

- Class 5 driver's license and provide clean Driver's abstract annually, or upon request.
- Current First Aid Standard with CPR Certification (an asset)
- Cultural Safety and Humility training
- Minimum 2 years' experience working with Indigenous communities preferred.
- Criminal Record check with vulnerable sector.

#### **RESPONSIBILITIES:**

- Book all patients transport; and share the schedule of all appointments with front desk through outlook calendars.
- Safely transport SFN members to and from their medical appointment.
- Escort SFN member into appointment and join in medical appointment, if necessary and requested by member.
- Take notes of questions asked by medical professionals, instructions for patient, and follow up appointments needed, if asked by SFN member to do so.
- Perform proper and thorough inspections of the health centre fleet on a weekly basis.
- Maintain all fleet in a hygienic condition monthly; however, bi-annual detailing with contracted.
- Complete vehicle inspections before and after all trips and complete all necessary paperwork, including following up with repairs or maintenance issues with maintenance coordinator.
- Maintain appropriate appointments for tire changes, oil changes, and regular inspections.
- Organize trips, complete transportation logs and Mustimuhw reports.
- Submit inspection reports to Health Director, Occupational Health and Safety committee, and maintenance coordinator every month.



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- Perform and complete all other relevant duties as required.

### **WORKING CONDITIONS:**

- Busy work environment with long hours either sitting or standing.
- Computer work for planning and reports.
- Required to work in a variety of different environments – including periodically outside of normal working hours, and to function independently.

**HOURLY RATE: \$22.66/hr** Monday – Friday 35 hours weekly.

Please send all applications to [allison.blank@stzuminus.com](mailto:allison.blank@stzuminus.com)