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## Assistant Health Manager

Supervisor: Health/Prevention Manager  
Hours: Full-time, temporary

## Job Summary

The Saik'uz First Nation Health Department is seeking a dedicated Assistant Health Manager to join our team on a temporary full-time basis covering an employee leave. This position plays a crucial role in assisting with the administrative duties of health services, including budget monitoring, program planning, evaluation, and ensuring the delivery of high-standard health programs to the Saik'uz First Nation members.

## Duties & Responsibilities

- Support continuous quality improvement in health services.
- Identify and manage risks; apply research principles and information effectively.
- Assist with program development, implementation, evaluation, and resource maximization.
- Conduct communications activities with a wide range of stakeholders.
- Implement a community-centric communications strategy.
- Manage health program data using various software applications.
- Advocate for the integration of traditional First Nations health practices and cultural considerations in health care.
- Liaise with community members, external agencies, and health authorities.

## Qualifications & Skills

- Bachelor's degree in health or a related field, or equivalent experience.
- Minimum of 3 years of relevant experience, including administrative tasks and budget management.
- Knowledgeable about the First Nations Health Authority (FNHA) and current Aboriginal health issues.
- Proficient with computer programs (e.g., Microsoft Word, Excel) and the internet.
- Excellent organizational, interpersonal, communication, and writing skills.
- Ability to work both independently and as part of a team, with a flexible schedule.
- Valid BC Driver's License and reliable vehicle.

## Salary & Benefits

- Wage: \$43-\$48 per hour
- Benefits: Sick time and accrued vacation days

To apply, submit a copy of your resume to the Band Office or via email at [resume@saikuz.com](mailto:resume@saikuz.com). If submitting via email, include the position title in the subject line.

We thank everyone for their interest; however, only those selected for an interview will be contacted.