



HAISLA NATION COUNCIL

PO Box 1101, Kitamaat Village, BC, V0T 2B0 | (250) 639-9361
Toll Free: 1-888-842-4752 | Fax: 250-632-2840 or 250-632-4794

Haisla Nation Council/Health Department has an immediate opening for:

Elders Assistant (repost as of July 25, 2019)

Reports to: Elders Coordinator or designate

DUTIES:

- Provide manual support to the Elders Coordinator, including maintenance, unclogging toilets, cleaning and disinfecting floors;
- Provide assistance to the cook in luncheons preparation, shop and cook when needed, and cleaning up after lunch;
- Provide assistance to elders as needed and directed by Elders Coordinator;
- Drive Elders van to pick and drop off Elders;
- Loading and delivering materials;
- Taking out recycle boards to dumpster;
- To represent HNC's interest in this business in a manner that does credit to the Haisla Nation;
- To follow the HNC personnel policy and manual;
- Other duties as requested by the Elders Coordinator or designate.

QUALIFICATIONS:

- Valid First Aid Certificate (willingness to obtain in the first three months);
- Must have Food Safe certificate;
- Must have hand-eye coordination and able to lift heavy loads – 50lbs plus;
- Excellent interpersonal and communication skills;
- Ability to work with Elders and maintain confidentiality;
- BC Drivers license and own vehicle is an asset;
- Willing to provide a criminal record check and drivers abstract;
- Direct experience working with First Nations.

Interested individuals should submit a cover letter and resume which must include names of three references and the express permission for HNC to contact these references to:

Stephanie McClure

Human Resources Manager

Haisla Nation Council

Haisla PO Box 1101

Kitamaat Village, BC V0T 2B0

Email: HNCJobs@haisla.ca

Deadline: until job is filled

We thank all applicants for their interests, however, only those short-listed will be contacted.