

Employment Opportunity

Health Receptionist

Position Summary

The community of Bonaparte First Nation (BFN) is seeking a Full-Time Health Receptionist.

The ideal candidate is motivated, community minded, team oriented and ready to provide high quality administrative support to Bonaparte First Nation. The candidate will have demonstrated experience administering health care services and programs under the leadership of a medical practitioner.

Duties

Duties and Responsibilities

- Manages phone calls.
- Redirects, collects and manages information appropriately in order to facilitate departmental communication and public service.
- Arranges for meetings.
- Provides administrative and clerical support to Health Centre staff. Ensures records are maintained appropriately.
- Makes travel arrangements as necessary.
- Maintains and updates First Nations Health Information System. Maintains inventory of medical and office supplies for the Health Centre.
- Maintains contract with community members, health professionals and others in the delivery of Non-Insured. Health Benefits and other Health and Social Services Programs.

Competencies – Knowledge, Skills and Abilities

- Ability to interact positively with the public. Interpersonal relationship skills
- Extensive knowledge of Microsoft Word, Excel and outlook.
- Excellent secretarial education, skills and abilities. Organizational and time management skills. Accuracy and diligence.
- Ability to deal with diverse staff working styles and administrative needs.

Worksite Location

This position is based out of the head office of Bonaparte First Nation.
2689a Sagehill Road, Hwy 97N, Cache Creek BC, V0K 1H0

Salary: Dependent on the qualifications and experience of the candidate @ 35 Hours per week.

Apply: Please submit Resume, Cover Letter and 3 References to: HR@bonaparte.band or drop off at Bonaparte First Nation Office, 2689a Sagehill Rd, Cache Creek (ATTN: HR Department)

This position will be open until filled. All candidates will be contacted.