



CENTRAL INTERIOR NATIVE HEALTH SOCIETY

1110 - 4th Avenue, Prince George, B.C. V2L 3J3

Phone (250) 564-4422 • Fax (250) 564-8900

Job Posting:

Healthcare Coordinator

Full Time

Central Interior Native Health Society (CINHS) is an innovative primary health care (PHC) center located in Prince George, British Columbia, on the unceded traditional territories of the Dakelh people. Founded on Aboriginal leadership and community-based advocacy, the CINHS was founded in 1991 to meet the unique health needs of the Indigenous population of Prince George. CINHS' core values are: respect honesty, trust, humour and compassion.

Be a part of the CINHS' inter-disciplinary team providing wrap around, trauma-informed and culturally safe, medical and psychosocial services to some of the most vulnerable members of our community. An individual with clinical expertise and proven leadership skills is sought for a Healthcare Coordinator position to oversee the effective and smooth day-to-day operation and delivery of CINHS services, and to ensure that the required systems, processes and resources are in place and being administered in accordance with the organization's standards and strategic goals. The position fosters a culture of humility, compassion, ethical conduct, and teamwork.

The successful candidate demonstrates effective leadership, planning and organizational skills. Time management skills and ability to prioritize effectively. Proficiency and experience working with Microsoft Office, EMRs – specifically MOIS. Excellent interpersonal and relationship-building skills across all levels of the organization, and with outside service providers and agencies. Articulate communication skills – oral, written and presentation. Ability to understand and value diversity and complexity in human relations. Ability to identify, analyze and solve complex problems. Ability to exercise confidentiality, and exert tact, diplomacy and discretion in handling information of confidential and/or a sensitive nature. Ability to execute and manage budgets. Ability to implement and report on quality measures and improvement through ongoing auditing of health care, delivery of services and patient outcomes.

The successful candidate possesses:

- Bachelor's degree in Nursing
- Knowledge holder: Indigenous and experiential knowledge. Leadership that upholds an Indigenous ideology and world view.

- Minimum of 3 years clinical and/or management experience. Experience working in an acute crisis setting would be an asset
- Knowledge of administrative management and health care principles
- Experience in applying for grants is an asset
- Current valid BC Driver's License
- A Criminal Record Check (CRC) will be required

This posting is covered by the Provincial Health Officer's mandatory COVID-19 vaccination orders and selected applicant(s) must comply.

Interested candidates should email their **resume and cover letter to:**

Human Resources Coordinator

Central Interior Native Health Society

Prince George, BC

Email: hr@cinhs.org

All qualified candidates are encouraged to apply and should be legally eligible to work in Canada. We thank all applicants for their interest in CINHS however, only those applicants selected for further consideration will be contacted.

*Implements a COVID-19 workplace health and safety plan.