



## KWAKIUTL BAND JOB DESCRIPTION

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| <b>Job Title:</b> Community Health Nurse                       | <b>Reports To:</b> Health Director            |
| <b>Program/Department:</b> Health                              | <b>Work Location:</b> Kwakiutl Health Centre  |
| <b>Date Updated:</b> May 21, 2026                              | <b>Job Status:</b> Part-time, 2-3 days a week |
| <b>Pay:</b> \$47-\$54/hr depending on education and experience |   |

### JOB SUMMARY:

Reporting to the Health Director, the Community Health Nurse (CHN) delivers community- and family-centered preventative health services that promote overall wellness. The CHN assesses health needs, provides education and follow-up, supports communicable disease control, collaborates with internal and external partners, and contributes to the development of community health policies and action plans.

### DUTIES / RESPONSIBILITIES:

#### 1. Clinical and Preventative Health Services

- Provide health assessments, screenings, counseling, and wellness education across all age groups in homes, schools, clinics, and community settings.
- Deliver Public Health programs such as Well Child, Prenatal, School Health, Chronic Disease, and Well Adult services.
- Conduct and/or coordinate screenings (e.g., preschool, vision/hearing, hypertension, diabetes) in collaboration with Island Health as needed.
- Support communicable disease control through case finding, contact follow-up, immunization services, public education, and monitoring long-term therapy (e.g., tuberculosis).
- Maintain accurate charting and ensure continuity of care through timely documentation.
- Make referrals to and collaborate with physicians, specialists, teachers, and community agencies.
- Follow up on referrals from care providers, schools, hospitals, or community members.

#### 2. Health Promotion and Community Education



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- Develop, organize, and deliver culturally appropriate health promotion activities, workshops, and educational materials.
- Support community members and groups to identify health needs, set priorities, and implement action plans.
- Serve as a resource to schools, internal departments, and community partners.
- Build effective working relationships with health system partners to ensure community needs inform policy and program planning.

### 3. Program Administration and Coordination

- Develops and delivers mental health and recovery programs and activities based on community-visioned goals of the Kwakiutl Health Plan
- Support the planning, implementation, and evaluation of Health Centre programs and services.
- Maintain client records, statistics, office supplies, and health education materials.
- Prepare correspondence, reports, and workplans as required.
- Ensure compliance with Kwakiutl First Nation health policies, confidentiality requirements, and professional standards.
- Maintain clinic and office equipment in safe, functional condition.
- Update the Nation's Communicable Disease Plan as required.
- Participate in continuous professional development to maintain current nursing skills.
- Identify concerns or gaps in service delivery and bring them forward to the Health Director.
- Collaborate with the Health Team to ensure integrated and coordinated services, including Mental Health and other health programs.
- Provide supervision to assigned Health Centre staff.
- Perform other related duties as required.

### 4. Additional Duties

- Provide short-term relief for the Resident Care Aide (RCA) when absent, up to a maximum of two hours per day.

### REQUIREMENTS:

- Bachelor's Degree in Nursing



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- 2–3 years of Community Health Nursing experience, preferably in an Indigenous community.
- Knowledge of Kwakiutl community, culture, and language an asset.
- Current registration in good standing with the BCCNM.
- Current CPR/AED Level C certification and Immunization Certification.
- Valid BC driver's license and preferably access to a reliable vehicle.
- Successful and ongoing criminal records and police record checks.
- Strong self-direction, organizational skills, and ability to work independently.
- Demonstrated commitment to safe practice for self and clients.

### KEY RELATIONSHIPS:

- Collaborates with health agencies, medical professionals, and other First Nations.
- Maintains respectful, positive relationships with the Kwakiutl community to support health and wellness.

### WORKING CONDITIONS:

- Must uphold cultural safety principles by gaining cultural awareness, following Kwakiutl policies on cultural safety, and integrating Kwakiutl cultural values into daily practice.
- Required to work in varied environments and may occasionally work outside regular hours.
- Must uphold all KBC organizational policies, including personnel and workplace safety policies.
- Must be a respected and trusted presence within the community.
- Preference may be given to Indigenous applicants.
- Ability to work independently, to organize work, prioritize workload, possession and application of excellent communication skills (written, inter-personal)
- Must be respected within the community
- Preference may be given to Indigenous people
- Smoke and scent free environment
- Harassment and violence free environment

To apply, submit a Cover Letter and Resume to Both Caitlin Hartnett, Kwakiutl Health Director at [hd@kwakiutl.bc.ca](mailto:hd@kwakiutl.bc.ca) Ruby Mannila at [bandsa@kwakiutl.bc.ca](mailto:bandsa@kwakiutl.bc.ca) If you have questions about the position, please contact Caitlin via email or at 250-230-4532.