



# **GWA'SALA - 'NAKWAXDA'XW NATIONS**

BOX 998 • 154 TSULQUATE RESERVE • PORT HARDY, BRITISH COLUMBIA, CANADA • V0N 2P0  
PHONE: (250) 949-8343 • FAX: (250) 949-7402 • WEB: [WWW.GWANAKNATIONS.CA](http://WWW.GWANAKNATIONS.CA)

## **Receptionist (1-Year Leave Coverage)**

**Location:** Port Hardy, BC

**Department:** Health and Family Services

**Wage:** \$22.00 per hour

**Position Type:** Full-Time Temporary, 35 hours per week, 1-Year Leave Coverage

### **Join Our Team**

Gwa'sala-'Nakwaxda'xw Nations is seeking a friendly, organized, and community-minded Receptionist to join our Health and Family Services team. Reporting to the Health Director, the Receptionist serves as the first point of contact for community members, clients, and visitors while providing administrative, clerical, and program support to the Health and Family Services Department.

This position plays a key role in ensuring the smooth day-to-day operation of the office and supporting the delivery of quality health services to our community.

### **Key Responsibilities**

- Welcome and assist community members, clients, and visitors in a professional and respectful manner.
- Provide administrative, clerical, and program support to Health and Family Services staff.
- Coordinate Physician and Nurse Practitioner clinics, including scheduling, referrals, client navigation, and follow-up activities using electronic medical records systems.
- Support nursing staff, the Community Health Team, and other health programs as needed.
- Maintain accurate client files, records, and statistical data.
- Organize meetings, workshops, and team events, including preparing agendas, taking minutes, and distributing documentation.
- Assist with annual flu clinics, immunization clinics, and other community health initiatives.
- Support communications to the community through flyers and informational materials.
- Learn and provide backup support for Patient Travel administration.
- Maintain a clean, welcoming, and organized reception area.
- Monitor office logistics and assist with the maintenance of office equipment.
- Adhere to all Health and Family Services policies, including confidentiality and ethical standards.
- Perform other related duties as assigned.

### **Qualifications**

#### **Education**

- Grade 12 diploma required.
- Post-secondary education in Office Administration, Business Administration, or a related field is preferred.

#### **Experience**

- Minimum three (3) years of administrative or office management experience, preferably in a health services environment.



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## **Knowledge, Skills & Abilities**

- Strong interpersonal and customer service skills.
- Excellent verbal and written communication skills.
- Ability to work effectively as part of a multidisciplinary team.
- Strong organizational, time management, and problem-solving abilities.
- Knowledge of office procedures and administrative practices.
- Understanding of community health services and First Nations communities is an asset.
- Ability to maintain strict confidentiality and professionalism.
- Proficiency with Microsoft Office applications and general office technology.

## **Requirements**

- Satisfactory Criminal Record Check, including a Vulnerable Sector Check, as a condition of employment.
- Valid Class 5 BC Driver's Licence is considered an asset.
- Ability to maintain confidentiality and handle sensitive information appropriately.

## **Working Conditions**

- Full-time position, 35 hours per week.
- Primarily Monday to Friday; occasional evening or weekend work may be required.
- Some travel may be required.
- The successful candidate must comply with all Gwa'sala-'Nakwaxda'xw Nations policies, procedures, and codes of conduct.

## **How to Apply**

Please submit your resume, cover letter, and three (3) references before **Monday, August 31, 2026** to:

**Rosie Dugas- Health Director**

**Email:** [rosie\\_dugas@gnhfs.com](mailto:rosie_dugas@gnhfs.com)

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

Preference may be given to qualified Gwa'sala-'Nakwaxda'xw members and other Indigenous applicants in accordance with Section 41 of the BC Human Rights Code.