



**INTER TRIBAL HEALTH AUTHORITY
Receptionist
Permanent, Full-time
Nanaimo**

This position is open only to ITHA Member Nation Communities

Inter Tribal Health Authority (ITHA), a multi-disciplinary health organization providing services to 29 member First Nations on Vancouver Island based in Nanaimo, British Columbia is seeking Receptionist to provide customer service to all clients and staff and administrative support to all ITHA departments.

Reporting to the Office Supervisor, this position provides reception coverage, prepares correspondence, coordinates meetings and events, arranges travel and other bookings, creates and manages purchase orders, and supports the facilities function.

The ideal candidate has completed high school and has some related administrative support experience. Other requirements include the ability to use the suite of Microsoft applications (Excel, Outlook, Word, and PowerPoint,), strong written and verbal communication skills, excellent time-management and multi-tasking capabilities, and a strong customer service orientation.

ITHA offers an excellent total compensation package and RRSP matching plan.
In addition to your annual vacation, the office is closed during the Christmas holidays.

This is a great opportunity for you to make a difference in our ITHA Member Nation communities.

To apply please send your resume and cover letter by e-mail to hr@itha.ca or by fax at 250-591-2169.
Please refer to the position title when submitting your application and self-identify your ITHA member Nation.

This competition will remain open until filled.

We thank all applicants for their interest, however, only those who are short-listed will be contacted for an interview.



Working Together for Healthy Nations

**Senior Administrative Assistant
Full-time Position**

Inter Tribal Health Authority (ITHA), a multi-disciplinary health organization providing services to 29 member First Nations on Vancouver Island based in Nanaimo, British Columbia is seeking an Office Supervisor to provide office management services to ITHA, including maintain office services, security and maintenance, supervising the administrative support pool and overseeing fleet management.

Reporting to the Senior Operations Officer, this position plans, manages, directs and controls delivery of ITHA's administrative functions including the materials, supplies, etc., plans workspaces and oversees renovation projects, and maintains office efficiency by planning and implementing office systems, layouts and equipment procurement. This position is also responsible for coordinating all facility related services.

The ideal candidate has 3 to 5 years directly related experience including experience in facilities and fleet management as well as supervision. Other requirements include proficiency in the suite of Microsoft applications (Excel, Outlook and Word), supervisory skills, and a demonstrated ability to continually improve methods and approaches.

At ITHA you will enjoy a work life balance in a business casual environment.

ITHA offers an excellent total compensation package and RRSP matching plan. In addition to your entitled vacation the office is closed during the Christmas holidays. This is a great opportunity to make a difference in ITHA member communities.

Applicants of Aboriginal ancestry are encouraged to apply.

Advance your career today with a great organization! Please send your resume and cover letter by e-mail to hr@itha.ca or by fax at 250-591-2169.

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Working Together for Healthy Nations

**TeleOphthalmology Eye Care Nurse
Part-Time / Two Positions Available**

Inter Tribal Health Authority (ITHA), a multi-disciplinary health organization providing services to 52 member First Nations on Vancouver Island from our head office in Nanaimo, British Columbia is seeking two TeleOphthalmology Eye Care Nurses to deliver safe, effective and appropriate retinal screening services to First Nations communities on Vancouver Island. There are two positions available; one serving the communities on the northern Island and the other serving communities on the southern Island.

Reporting to the Manager of TeleOphthalmology, these positions are responsible for the operations of the clinic and supervises a TeleOphthalmology Technician while in clinic to form a team that delivers retinal screening services in both fixed and mobile retinal eye clinics throughout Vancouver Island. The TeleOphthalmology Eye Care Nurse works closely with First Nation Community Health Representatives to oversee patient scheduling, referral and follow up care; and maintains a functional relationship on professional practice matters with the ITHA Nurse Manager.

The ideal candidate is a Registered Licensed Practical Nurse with two or more years' experience as an LPN in a rural or remote setting, and preferably some exposure to the field of ophthalmology. Other requirements include knowledge of health promotion and prevention strategies; strong written, oral and public speaking skills; analytical and problem-solving skills and techniques; and knowledge of the cultural traditions and practices in member Communities is preferred. Foot Care certification is an asset.

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Please refer to the position title when submitting your application.

Competition open until filled.

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**Mental Health Counsellor
Full-Time Contract Position**

Inter Tribal Health Authority (ITHA), a multi-disciplinary health organization providing services to 29 member First Nations on Vancouver Island based in Nanaimo, British Columbia is seeking a Mental Health Counsellor to provide coaching, counseling, consultation and information and referral services for clients in the ten ITHA small independent Transfer Member Nations.

This position requires a Degree in Counseling, Clinical Psychology, or Social Work, along with 4 to 5 years directly related experience and one of the following: RCC, CCC, CCAP, RCSW, or RSW. The ideal candidate will have cultural competency and knowledge of cultural traditions and practices of First Nation communities and be open minded to holistic healing practices.

This position requires a lot of travel into including into remote communities and cultural sensitivity is critical. A valid Class 5 drivers' license is required and must be able to work in a variety of settings in our Nations. The successful candidate will submit a driving abstract and complete a Vulnerable Sector Criminal Record check.

At ITHA you will enjoy a work life balance in a business casual environment.

ITHA offers an excellent total compensation package and RRSP matching plan. In addition to your entitled vacation the office is closed during the Christmas holidays. This is a great opportunity to make a difference in ITHA member communities.

Applicants of Aboriginal ancestry are encouraged to apply.

Advance your career today with a great organization!
Please send your resume and cover letter to hr@itha.ca or by fax at 250-753-5224.
Competition will remain open until the position is filled.

We thank all applicants for their interest, however, only those who are short-listed will be contacted for an interview.