



Snuneymuxw

First Nation

www.snuneymuxw.ca

JOB POSTING

Intake Coordinator

JOB OVERVIEW

Under the direction of the Wellness Administrator, the Intake Coordinator is responsible for managing and leading the intake process for the isolation trailers. The Intake Coordinator works closely with the multidisciplinary Health Team and other departments and organizations, as needed. This is a temporary position ending March 31, 2022.

Snuneymuxw Standards

Our values will guide us towards becoming a stronger, more effective organization with a positive and mutually beneficial work environment for everyone.

Achievement

Deliver what matters.
Ensure clarity of direction and unity of purpose.
Inspire excellence and strive for outstanding results.

Collaboration

Work together to build successful teams and partnerships.
Be open, inclusive and share knowledge.
Seek, provide, and act on feedback.

Community Commitment

Know our community and put them first.
Listen to and understand community needs.
Be responsive, close the loop and deliver on promises.

Integrity

Own your actions, successes, and mistakes.
Act with transparency, honesty, and respect.
Do what you say you will do.

Innovation

Look for ways to improve and create positive change.
Think broadly and take a wider viewpoint.
Be responsive to new ideas and opportunities.



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JOB RESPONSIBILITIES

The Intake Coordinator will be responsible for the following duties:

- Conducts screening and intake with individuals, and families using appropriate instruments.
- Collects client information such as demographic, social, clinical data, consent forms, and other relevant information in a professional and confidential manner.
- Assesses needs for supplies and prepares lists for support workers.
- Provides collected client information to multidisciplinary Health Team for assessment.
- Coordinates the accommodations and cleaning of the trailers.
- Liaises with Healthcare professionals on the daily client check-ins, preparing for new intakes and monitoring capacities.
- Participates actively in Health Centre team meetings.
- Performs other duties as assigned.

JOB REQUIREMENTS

Education:

- High school diploma required.
- A certificate or diploma in social services, a health profession or in an administrative field is preferable.

Experience:

- Previous working experience in First Nations communities is preferable.
- Experience in work related to social work, health care or administrative setting is an asset.

Knowledge, Skills and Abilities:

- Organizational and planning skills.
- Working knowledge/demonstrated ability to deal effectively with potentially hostile, demanding, confused/frustrated individuals and respond in a calm and tactful manner.
- Sound judgment and problem-solving skills.
- Ability to establish and maintain effective and efficient working relationships.
- Ability to work as a team member as well as to be self-directed in carrying out daily duties.
- Knowledge of Coast Salish culture, protocols/traditional practices is desirable.
- Ability to track data and provide written reports.
- Good interpersonal and communication skills – written and oral.

Willingness Statements:

- You are required to possess and maintain a valid class 5 BC driver's license.
- You may be required to work evenings and weekends.
- You may be required to work outside of work hours if an emergency occurs.



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- You will be subject to satisfactory reference check and criminal records review and policy record checks.
- You must maintain strict confidentiality in performing the duties of the Intake Coordinator and must adhere to the Snuneymuxw Health Centre Confidentiality Policy; as well as your professional Code of Ethics and accreditation standards.

Please submit your current resume and cover letter to:

Snuneymuxw First Nation
Attention: Human Resources
668 Centre Street, Nanaimo, BC, V9R 4Z4
or email: HR@snuneymuxw.ca
Fax: 250-753-3492

Deadline Date: Friday, January 21, 2022 at 11:59pm

Please note: Only those applicants who are short-listed will be contacted. Thank you.