Manager, Community Health & Clinic

Full-Time Position (37.5 hours per week), Term Position (6 - 12 months)

Competition #: 2026-15

Location: Based out of the Yaq̓it ʔa·knuqɬi'it Administration Office.

Position Summary:

Yaq̓it ʔa·knuqɬi'it First Nation ("YQT") is a rural First Nation located near Grasmere, BC, in one of British Columbia's most beautiful natural settings. Yaq̓it ʔa·knuqɬi'it First Nation is seeking a term, Manager, Community Health & Clinic to lead, coordinate, and support the delivery of comprehensive health services to our community.

This position is responsible for overseeing community health programs, supervising health staff, ensuring efficient day-to-day operations, and providing limited direct front-line healthcare services. The Manager works collaboratively with internal teams, external healthcare providers, and community members to ensure health services are culturally safe, accessible, and responsive to the needs of the community.

Cultural Safety:

Our organization is committed to serving the ʔakanuxunik̓ people in a manner that respects, enhances, and promotes their cultural identity and well-being. This position supports cultural safety by embedding cultural values and practices in all aspects of healthcare delivery; supporting Elders, youth, and families with sensitivity, respect, compassion, and cultural humility; ensuring all health programs and services are provided in a culturally safe and respectful environment, and promoting community wellness through culturally relevant outreach, prevention, and education programs.

Responsibilities:

- Provide leadership and supervision to direct reports, including making conducting regular performance appraisals; ensuring ongoing technical training and development; and promoting a safe and supportive working environment through appropriate safety programs and training.
- Lead program planning, evaluation, and continuous improvement initiatives for community health services.
- Oversee scheduling, coordination, and delivery of visiting clinics and wellness programs.
- Manage assigned Community Health & Clinic program budgets, procurement, and financial reporting in collaboration with the Director.
- Provide direct care, including blood pressure monitoring, wound care, glucose testing, and basic first aid, as appropriate to the incumbent's qualifications, competence, certification, and authorized scope of practice.
- Where appropriately qualified and professionally registered, provide additional clinical support as needed, including home visits, chronic disease monitoring, wound care, post-discharge follow-up, and patient education, within the incumbent's authorized scope of practice.
- Support the assessment of community members' health needs and facilitate referrals to appropriate healthcare professionals or programs, within the incumbent's qualifications and scope of practice.
- Oversee and participate in community health screening initiatives.
- Respond to emergencies and provide first aid within the incumbent's current training and certification, while ensuring appropriate emergency response procedures and equipment are in place.
- Organize and promote clinics (e.g., physiotherapy, physician, foot care, chiropractic, immunizations, nutrition workshops).
- Arrange and coordinate medical travel for community members, including transportation, accommodations, and meal allowances.
- Track and submit medical travel claims and patient forms for reimbursement.

- Ensure medical equipment is operational and supplies are adequately stocked.
- Prepare and distribute community health communications.
- Lead the food hamper program, including procurement, logistics, and distribution.
- Conduct and oversee community water testing, sample collection, and submission for lab analysis.
- Maintain accurate patient and service records in health information systems.
- Complete quarterly and annual reporting to FNHA and other funding bodies.
- Monitor program performance and prepare reports for leadership and community.
- Other duties, as assigned.
- Perform other related duties within the general scope and skill level of the position, as assigned.

Qualifications:

Required Education and Experience:

- Post-secondary education in Nursing, Health Administration, or related field (or equivalent combination of education and experience).
- Minimum 3–5 years of experience in healthcare delivery, community health, health administration, or social services, with at least 2 years in a supervisory or management role.
- Current professional registration or licensure in good standing in a relevant health or social services discipline (e.g., nursing, social work, or another regulated healthcare profession) is considered an asset.
- Certification in Occupational First Aid Level 3, Emergency Medical Responder, or equivalent or willingness to obtain within an agreed timeframe.
- Criminal Record Check & Vulnerable Sector Check (required upon hiring).
- Valid Class 5 BC Driver's License with clean driver's abstract.

Required Knowledge, Skills, and Abilities:

- Strong leadership and supervisory skills.
- Ability to remain calm and decisive in emergencies.
- Clear, compassionate, and culturally sensitive communication.
- Knowledge of Indigenous health systems, FNHA processes, and community health best practices.
- Proficiency in program management, budgeting, and reporting.
- Proficient in office and health data systems.
- Commitment to culturally safe, community-centered healthcare delivery.
- Ability to work independently and as part of a collaborative team.
- Knowledge of First Nation governance structures and community engagement practices.
- Sensitivity and understanding of the unique cultural environment of a First Nation organization.

Salary: $74,253.56 - $117,875.00 annually, commensurate with experience and qualifications.

Comprehensive Benefits Package, including**:**

- Standard benefits as a Federally Regulated Employer.
- Paid vacation, sick leave, and statutory holidays.
- Opportunities for professional development and training.
- Supportive and respectful work environment rooted in Yaq̓it ʔa·knuqƛi'it values.

Application Process: Please send your resume and cover letter by **December 7, 2026**, at **8:30am (MST)** to

Email: hr@tobaccoplains.org

Or mail to:
Human Resources
Yaq̓it ʔa·knuqƛi'it First Nation
PO Box 76, Grasmere BC V0B 1R0