



## Employment Opportunity **Licensed Practical Nurse**

Reference No. TWT-SC-LPN-1121

**PURPOSE:** Reporting to the Shhexun sun 'ts' a' Clinic Manager, the Licensed Practical Nurse (LPN) is responsible for providing medical and administrative support to the Shhexun sun 'ts' a' Primary Care Team, working within the scope of practice to provide Licensed Practical nursing care. This is a full time term position that works with community members within the Cowichan Tribes community.

### **RESPONSIBILITIES:**

- Assist clients in completing required written documents
- Sterilize and set up medical supplies and equipment for all exams and procedures
- Order and monitor inventory of medical and office supplies
- Communicate patient care with appropriate health providers as needed
- Refer clients to appropriate internal and external health resources as needed
- Confirm and follow up with clients regarding visits and scheduled appointments
- Assist with First Nation's Health Benefits and other health benefits and or programs
- Arrange medical tests and receives reports
- Manage phone system to answer, screen, and transfer calls to the appropriate team member
- Receive and pass on messages to team members
- Ensure patient files are accurate
- Schedule appointments based on treatment, length of time required, and staff schedules
- Data enter client's case notes in Mustimuhw and MedAccess
- Attend department staff meetings
- Draft and prepare a variety of documents, such as posters, newsletter inserts, reports, correspondence, etc
- Other related duties as required.

### **EDUCATION AND EXPERIENCE:** *(please attach all required documents)*

- Graduate from a recognized Licensed Practical Nursing program
- Valid Licensed Practical Nurse registration in good standing
- First Aid Certificate/CPR Level C
- Criminal Record Check with vulnerable sector
- BC Drivers' License and reliable vehicle considered an asset
- Effective December 1, 2021: full vaccination against COVID-19 is required to be eligible for employment at Cowichan Tribes. All individuals must show Proof of Vaccination as a mandatory condition of their employment.

### **SKILLS, KNOWLEDGE, AND ABILITIES:**

- Knowledge of Hul'qumi'num' culture, customs, and traditions
- Knowledge of working and assisting with families across the life span
- Knowledge of internal and external community health resources
- Knowledge of First Nation's health benefits billing process is an asset
- Knowledge of medical terminology is an asset
- Well-developed written, oral, and interpersonal and organizational skills
- Able to foster and build relationships within a diverse population
- Time management with the ability to multitask different tasks simultaneously
- Computer proficiency

**HOW TO APPLY:** Interested applicants are invited to submit a current resume, a detailed cover letter and three references to Human Resources by email before the deadline with the Reference N# in the subject line of your email.

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Cowichan Tribes Human Resources Department

**Email:** [resume@cowichantribes.com](mailto:resume@cowichantribes.com)

**Website:** <http://www.cowichantribes.com/employment>

**Deadline:** **4:00pm Tuesday November 16, 2021**