



JOB POSTINGS



We Wai Kai Forestry LP
690 Headstart Cres.,
Campbell River, BC V9H 1P9

JOB POSTING

OPERATIONS MANAGER

We Wai Kai Forestry LP

We Wai Kai Forestry is seeking a highly qualified and experienced Operations Manager to join our team in Campbell River, BC.

The Operations Manager will be responsible for overseeing various aspects of our forestry operations, including managing the log brokering contractor, the engineering and tenure consulting contractor, and the logging and construction contractors. This position requires a hands-on individual with strong leadership skills, a deep understanding of forestry operations, and the ability to effectively manage multiple contractors and projects.

Key Responsibilities and duties

- Oversee and coordinate the activities of the log brokering contractor, engineering and tenure consulting contractor, and logging contractors to ensure compliance with company policies and industry regulations.
- Develop and maintain relationships with contractors, stakeholders, and regulatory agencies to support the successful execution of forestry operations.
- Monitor and analyze forestry operations to identify areas for improvement and implement strategies to enhance efficiency and productivity.
- Manage budgets, timelines, and resources effectively to ensure projects are completed on time and within budget. Work with operations accountants on contracts and rate negotiations, and review invoicing to ensure it meets the terms as such.
- Conduct regular site visits and inspections to assess contractor performance, safety practices, and environmental compliance.
- Collaborate with internal teams, including environmental specialists, procurement, and finance, to support overall company objectives.
- Keep abreast of industry trends, regulations, and best practices to drive innovation and continuous improvement in forestry operations.

Qualifications and skills

- Bachelor's degree in forestry, Natural Resources Management, or related field (advanced degree preferred).
- Minimum of 5 years of experience in forestry operations, including experience in managing contractors and projects.
- Strong knowledge of forestry practices, regulations, and environmental stewardship.
- Excellent communication, leadership, and interpersonal skills.
- Ability to work independently, make decisions in a fast-paced environment, and prioritize tasks effectively.
- Proficiency in Microsoft Office and forestry management software.
- Valid driver's license and ability to travel to project sites as needed.
- Criminal records check



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Please note that this position is not a remote work opportunity and requires the Operations Manager to be based in Campbell River, BC, to effectively oversee on-site operations and contractors. This role demands a dedicated and focused individual who can successfully manage multiple responsibilities in a dynamic work environment.

What We Wai Kai Forestry offers:

Benefits:

- A healthy extended benefit package
- A matched pension plan
- A variety of leaves
- Learning and Development Opportunities

Salary: \$160,000 - \$175,000 per year based on education and experience

Email resume to: careers@wewaikai.com

Closing date: until filled



JOB POSTING

Job Title: Part-Time Labourer for Quarry Blast Crew

Location: Way Key Sand & Gravel Ltd.

Job Type: Part-Time, As Needed Basis

Job Description: We are seeking physically fit and reliable individuals to join our quarry blast crew on a part-time, as-needed basis. This role involves working outdoors in all weather conditions and requires the ability to handle physically demanding tasks.

Responsibilities/ Requirements:

- Assist the blast crew with daily operations.
- Must be physically fit and able to lift 50-pound bags regularly.
- Work outdoors in various weather conditions.
- Follow safety protocols and guidelines.
- Reliable and punctual.

Wage: Starting wage is \$26.50/hr

How to Apply: Please send your resume to brian.dill@roga.ca



PACIFIC MODULAR JOB POSTING LABORER/SKILLED LABORER

Join Our Team at Pacific Modular!

At Pacific Modular, we specialize in creating sustainable, innovative, and beautifully designed modular homes for communities across British Columbia. Our team takes pride in crafting high-quality living spaces that combine modern design with environmental responsibility. As a growing company, we're passionate about pushing the boundaries of modular construction and making a positive impact on the housing market.

Ready to be part of a forward-thinking team shaping the future of home building? Explore our latest opportunities and join us in redefining the way homes are built!

What You'll Do:

- Assist with assembly of modular home components, including but not limited to framing, wall panels, and flooring, using precision and care.
- Collaborate with other trades and team members to complete modular builds on time and to specification.
- Ensure a clean, safe, and organized work environment within the modular home production facility and on-site installations.
- Perform other duties related to modular home assembly and finishing as assigned.

Requirements:

- Experience in construction, preferably within modular home construction or assembly.
- Apprentice Carpenter considered an asset.
- The ability to read blueprints and an understanding of the BC Building Code is an asset.
- Demonstrated ability to achieve high standards of workmanship and attention to detail.
- Physically capable of lifting 50+ lbs., kneeling, bending, standing, and stretching for extended periods.
- Production-focused mindset with the ability to work efficiently in a fast-paced environment.
- Strong understanding of health and safety practices
- Valid driver's license.
- Must provide your own hand tools.

Submit Resumes to: Careers@akerspropertysolutions.ca or drop resumes off at 805 Osprey Ave, Campbell River, Attn: Kylie Scammell

A workplace powered by you

At BC Hydro, we're working towards creating a cleaner and more sustainable future for all British Columbians and need people like you to help us. A career at BC Hydro is meaningful and provides you the opportunity to be part of a talented, inclusive, and diverse team. We offer a healthy work-life balance, competitive wages, a comprehensive benefits package, and training opportunities to support you in your career growth. We're proud to be ranked as one of B.C.'s Top Employers and one of Canada's Best Diversity Employers.

We invite you to join us as we build an even cleaner B.C. We welcome applications from all qualified job seekers. If you're a person with a disability, please let us know by emailing RecruitmentHelp@bchydro.com, as adjustments can be made to help support you in your application process.

Distribution Design Technician - FTR - Campbell River

Number of positions: 1

Job Location: Campbell River DO

Employment type: Permanent

Region: Vancouver Island

Hours of work: Full-time (37.5 hrs/wk)

Flexible Work Role: Hybrid

Annual salary: \$ 78,000.00 - 84,100.00

What you'll do

* Performs extension, improvement, alteration, removal, and end of life design work for BC Hydro and customer driven Distribution projects and programs related to:

- Single and three phase overhead, civil, and underground primary equipment and asset work (including automated equipment).
- All types of single and three phase overhead, civil, and underground secondary and service work up to and including 1600A services (excluding primary services, feeder civil and feeder underground electrical work).

* Conducts field studies for a variety of distribution projects.

* Liaises with internal and external customers and stakeholders requiring or impacted by design services.

* May support and act as a subject matter expert related to the Design Technician role and area of expertise.

* Responsible for the portfolio management and coordination of assigned design projects.

* Ensures designs meet appropriate regulatory and stakeholder requirements and construction standards. Engages with appropriate resources (such as Engineers or construction crews) to validate design constructability and the impact on future operation and maintenance, as required. Addresses and documents known safety risks prior to construction.

* Performs some or all the duties of lower-level Distribution Design jobs.

* Performs duties of a minor nature related to the above duties that do not affect the rating of the job.

What you bring

* High school Diploma with Math 12, English 12 and Physics 11(or equivalents); plus, completion of Electrical Utility Fundamentals (or equivalent); a BC Electrical Code course (or equivalent); and accredited course(s) in DC and AC electrical theory; OR

* Degree, Diploma, or Certificate in Electrical Engineering Technology (or an equivalent electrical discipline) from a recognized Canadian Educational Institute; OR

* International Electrical or Canadian Non-Electrical Degree, Diploma or Certificate with an electrical Technician accreditation through a provincial regulatory or governing body such as Certified Technician (CTech) through ASTTBC.

* Three (3) years of electrical utility design experience with at least one (1) year of demonstrated experience at, or equivalent to, a fully qualified BC Hydro Distribution Design Technician.
Completion of BC Hydro's Distribution Design Technician level training program.

* Must hold a valid class five (5) driver's licence.

Applicants who meet all the experience, training, and education requirements for the Distribution Design Technician role will be given priority.

If there are no fully qualified applicants, candidates who meet all the educational requirements may be considered as Distribution Design Technician Trainees.

Distribution Design Technician Trainee applicants with demonstrated electrical utility design experience may be given partial credit towards the three (3) year BC Hydro Distribution Design Technician level training program.

What we offer

- A comprehensive benefits package
- A minimum of 15 paid vacation days
- A lifetime pension
- Flexible work model, depending on your role type
- Training and development courses

For more information on the benefits we offer, visit bchydro.com/benefits.

What else you should know

This position is affiliated with the Movement of United Professionals union (MoveUP/COPE). <http://moveuptogether.ca>

Working Conditions:

Approximately 40% of the work is performed outside of the office with occasional overnight travel. Frequently works at construction sites. Regularly works at remote work locations including walking over rough terrain. Occasional exposure to wild animals, dogs, and other job site hazards during field work. Occasional exposure to irate customers.

Occasional requirement to carry tools (such as stakes and hammers) and survey equipment of light weight.

Regular exposure to all types of weather conditions when driving to job sites and during field work. May be required to travel in light aircraft and helicopters, boats or all-terrain vehicles.

May be required to remotely support design work throughout the province.

A condition of employment for this job is that you maintain the following requirements in good standing: Driver's License Type = Class 5

Please be advised that this role has been assessed as safety sensitive and pre-qualification alcohol and drug testing will be required as a pre-condition to employment.

Don't forget to update your Candidate Profile with your current resume and copies of your certifications. If applicable, include your Trades Qualification. This will ensure we have all the necessary information to assess your application without any delays.

Location: Nanaimo BC

Date Posted: 2024-12-20

Closing Date: 2025-01-10

For internal use 51999995



Job Posting - AOT

Laichwiltach Family Life Society (LFLS) has an opening for a pediatric *Occupational Therapy Program* within our Indigenous Early Intervention (0-6 Years) Program in the Campbell River area. This team provides culturally sensitive, meaningful services to young children and their families prior to kindergarten entry. The 0-6 Program is based out of a publicly funded, non-profit community service hub that celebrates and envisions a thriving, proud, respectful, and inclusive community.

Education:

- Master's degree in Occupational Therapy

Requirements:

- Experience working with young children and their families is an asset
New graduates are welcome to apply
- Cultural sensitivity to children's and family's needs
- Desire to work within a multi-disciplinary, collaborative, family-centered early intervention team.
- Criminal record check
- First aid certification (in-house training is available)
- Valid driver's license and reliable vehicle

Benefits:

- Manageable caseload size
- Unique, culturally rich experiences through Indigenous trainings and gatherings hosted by LFLS.
- Travel covered locally and when going to other communities in our region
- Paid time off, including professional development.
- Generous materials and educational budgets
- Extended health benefits, including health, dental, and critical illness.
- Eligibility for the BC Loan Forgiveness Program (<https://studentaidbc.ca>)
- Membership fees cover up to \$750 per year.

Salary: \$42-\$45

Hours per week: 4 days per week (28 hours)

Deadline to submit resumé: January 20th 2025

Start Date: February 2025

Interested applicants: Please submit resumé, cover letter, and two references.

Drop off, mail (441-4th Avenue, Campbell River, BC V9W 3W7), or email: executivedirector@lfls.ca

Attention: Audrey Wilson

Only those shortlisted will be contacted for interview.



JOB POSTING

Laichwiltach Family Life Society has an opening for an Aboriginal Infant Development Consultant in the Campbell River area. Position is January 2025- December 31st 2025.

Education:

Degree/Certificate in: Infant Development or ECE or related field (CYC)

Skills, Abilities & Experience

- Minimum of 2 years' experience working in ECE or Infant Development Programs
- ASQ training an asset
- Communication skills, both written and oral
- Maintains professional standards of practice
- Ability to work in team environment and with families
- Cultural Sensitivity to children's and family needs
- Knowledge of group processes and facilitation techniques
- First aide certification
- Valid driver's license and own vehicle

Salary: \$30.00 (based on experience)

Hours per week: 35 hrs.

Deadline to submit resume: Jan 20th 2025

Start Date: February 2025

Interested persons: Please submit resume and cover letter along with 2 letters of references

Drop off, mail 441-4th Avenue, Campbell River, BC or Email: executivedirector@lfls.ca

Attention: Audrey Wilson

Only those short listed will be contacted for interview



JOB POSTING

Position Summary: The Bookkeeper is responsible for full cycle bookkeeping as well as day-to-day accounting .

The ideal candidate for this position is a skilled multi-tasker, is reliable and is committed to consistently meeting deadlines.

- * Ensure payables are entered and payments are made in a timely manner
- Deposit cheques received, monitor receivables, write receipts for cheques and direct deposits
- Prepare monthly reporting package with financial statements, Journal entries
- Prepare payroll and maintain employee files , Administer benefits (Canada Life)
- Preparation of GST, PST and other excise taxes
- Co-operate with auditors to ensure they have the correct and complete documentation
- Prepare and balance the daily cash deposits at the bank, possibly multiple deposits in a day
- Other duties as required

Education, Qualifications, and Experience

The incumbent must have previous experience working with payroll, benefits administration, accounts payable/receivable, and general ledger transactions. Extensive experience with data entry, record keeping and computer operations, including the Adagio Accounting system, pay dirt.

- Enter source documents for Accounts Payable and Accounts Receivable

Skills and Abilities: The Bookkeeper must demonstrate:

- Ability to work effectively to tight deadlines
- A high level of personal motivation and an ability to work independently
- Flexibility in work habits
- Discrete handling of confidential and private information

Personal Attributes: The Bookkeeper must demonstrate the following personal attributes.

- Strong interpersonal skills; calm, pleasant and helpful
- Strict adherence to confidentiality, privacy, and code of ethics practices and policies

- Respect and professionalism,
- * Punctuality, Trustworthy, Organizational skills

- Cultural awareness and sensitivity

- Criminal records check required

Job Type: 21 hrs per week (with possibility going to full time)

Salary: \$25-\$28 PER HR

Deadline: January 20th 2025

Start date: February 2025

Please submit your cover letter and resume to executivedirector@lfls.ca, attention Audrey Wilson

Only those shortlisted candidates will be contacted for interview



WE ARE HIRING Clinic Lead (CL)

Job Title	Clinic Lead
Reports to	Health Director
Status	Full Time
Hours	8:30am – 4:30pm
Wage	\$30-\$35/ hour, plus a comprehensive health and wellness plan

Key focus of Laichwiltach Family Life Society

Our vision is to empower and promote healing and education in our communities from an Aboriginal perspective, nurturing and encouraging cultural awareness and self-sufficiency. We envision and celebrate a thriving, proud, respectful and inclusive community.

About this role

We are seeking a Clinic Lead (CL) to support the successful operations and service delivery of the Centre. Reporting to the Health Director, the CL plays a key leadership role in implementing the Health Management Plan, ensuring Member Nations' clients receive efficient, high-quality, and culturally safe health services, and advancing the Centre's vision, mission, and financial objectives. The CL supports operational development, service delivery, team-based care, and administrative functions across the site while fostering cultural safety and respect for Indigenous values and traditions. Acting under the Health Director's authority, the CL ensures policies and regulations set by the Board are operationally enacted, provides leadership and support to all staff, and assists with various tasks required for the Centre's operations.

What you will do: Primary responsibilities

The CL holds the key leadership position within the Health Centre. Under the authority of the Health Director, the CL assumes responsibility for supporting and operationally enacting policies and regulations set by the Board. The CL supports the implementation of the Centre's programs and services and is responsible for the supports provided to all team members. The CL supports a variety of tasks associated with the Centre's operations as required by the HD. Your primary responsibilities in this trusted role include:

1. Clinical Leadership and Quality Improvement

The CL leads and facilitates clinical initiatives from planning and implementation to sustainment, ensuring adherence to practice standards and quality improvement approaches. This includes guiding clinical teams, establishing workflows, and evaluating outcomes to ensure continuous improvement. The CL fosters collaboration with operational leaders, Primary Care Providers, and team members to deliver efficient and culturally responsive care.

2. Project Management and Stakeholder Engagement

Responsible for managing clinical projects, the CL develops work plans, budgets, schedules, and risk assessments while maintaining progress reports and governance documents. The role involves leading working groups, chairing meetings, and keeping stakeholders informed and engaged throughout each initiative. The CL provides regular updates to senior management, including presentations and briefings, and ensures smooth transitions through effective change management strategies.

3. Staff Supervision and Team Development

The CL recruits, trains, and supervises staff assigned to clinical initiatives, ensuring effective team performance and accountability. This includes providing coaching, performance management, and



disciplinary actions as required. The CL supports staff development while promoting cultural safety, teamwork, and operational efficiency.

4. Risk Management and Change Implementation

The CL monitors clinical risks, develops mitigation strategies, and ensures compliance with established policies and standards. By collaborating with change management consultants, evaluators, and technology teams, the CL supports transitions and implements processes that enhance service delivery and meet organizational goals

Cultural competencies

Culturally safe and appropriate care is critical to who we are and how we work. We are seeking team members who are committed to a lifelong journey of learning and unlearning so that we can bring humility, kindness and safety to every health care experience. This means that all team members must:

- Recognize the importance of First Nations and Aboriginal cultural identities as part of a healthy and balanced person and community.
- Understand and honour First Nations cultural principles, protocols, and ways of healing that may be unique to traditional Western medicine.
- Understand (or seek to better understand) the communities we serve, their unique strengths and challenges and how culture supports wellness and health.
- Promote a culturally safe environment by implementing practises that respect and incorporate Indigenous ways of knowing and being
- Communicate in respectful, friendly and helpful ways with all patients, families and clinic staff.

This position requires strong leadership, organizational skills, and a commitment to cultural respect and Indigenous values. Join us to make a meaningful impact on the health and well-being of Indigenous communities.

What you bring to the role

Qualifications, Education, Training and Experience

The ideal candidate will have a Bachelor's degree or equivalent experience in a related healthcare field, with at least three (3) years of experience in the health sector, including one (1) year in a leadership role. Proven expertise in operations, service delivery development, change management, and strategic planning is essential, along with strong computer proficiency in Microsoft Office and business communication tools. Experience in First Nations health environments or First Nations communities is preferred, and the ability to work flexibly and travel as required is necessary.

Skills And Abilities

- Valid BC Driver's License, car insurance, and a reliable vehicle.
- Ability to work flexible hours, including evenings and weekends.
- Submission of academic records and three professional references.
- Criminal Records Check and ICBC Driver's Abstract required.

How to apply



WE ARE HIRING Medical Office Assistant

Job Title	Medical Office Assistant
Reports to	Health Director
Status	Full Time
Hours	8:30am – 4:30pm (1 hr unpaid lunch)
Wage	\$22-\$24/hour, plus a comprehensive health and wellness benefit pkg

Key focus of Laichwiltach Family Life Society

Our vision is to empower and promote healing and education in our communities from an Aboriginal perspective, nurturing and encouraging cultural awareness and self-sufficiency. We envision and celebrate a thriving, proud, respectful and inclusive community.

About this role

We are seeking a dedicated Medical Office Assistant (MOA) to join our Indigenous Community Health Care Centre. As the first point of contact for patients, caregivers, and families, the MOA plays a key role in providing culturally safe, client-centered support. Reporting to the Health Director, the MOA manages phone calls, schedules appointments, registers patients, maintains confidential health records, and provides clerical support to clinic staff. The MOA ensures smooth clinic operations, follows established policies and procedures, and identifies areas for improvement, bringing them to the Health Director's attention as needed.

What you will do: Primary responsibilities

Working in a trusted care giving relationship with patients - and, if they choose their caregivers and family - your primary responsibilities in this trusted role include:

- 1. Registration and Patient Support:** Deliver administrative support by greeting patients, managing inquiries, scheduling appointments, and maintaining organized records. Facilitate referrals, assist with billing and documentation, and provide information about services and policies while ensuring confidentiality and professionalism.
- 2. Administration:** Manage administrative tasks by utilizing EMRs, Zoom, Microsoft Office, and other relevant systems. Ensure accurate charting, process billing and insurance claims, and maintain compliance with MSP billing regulations, fee codes, and funding dynamics. Safeguard the integrity and confidentiality of medical records in alignment with BC College of Physicians and Surgeons standards. Demonstrate ethical conduct and professionalism through compassionate and discreet communication.
- 3. Coordination:** Support clinic operations by assisting the Health Director with administration, supply management, and scheduling to ensure smooth day-to-day functions. Streamline processes to maintain a well-organized, calm, and coordinated environment. Collaborate with healthcare providers, including physicians, nurses, and allied health professionals, to enhance patient care coordination. Participate in team meetings to review service trends, gather patient feedback, and drive continuous improvement initiatives.

What you bring to the role

Cultural Competency

Culturally safe and appropriate care is central to our work, and we seek team members committed to ongoing learning and unlearning to bring humility, kindness, and safety to every health care experience. We value First



Nations and Aboriginal cultural identities, honor traditional healing practices alongside Western medicine, and recognize the strengths and challenges of the communities we serve. Team members are expected to promote cultural safety by respecting Indigenous ways of knowing and being, fostering a supportive environment, and communicating respectfully with patients, families, and staff.

Qualifications, Education, Training and Experience

Candidates must have completed a Medical Office Assistant (MOA) certificate from an accredited institution and possess at least two years of recent experience in a similar role. Proficiency with electronic medical records (EMRs), Microsoft Office, Zoom, and other relevant systems is required. Knowledge of BC healthcare regulations, MSP billing procedures, and fee codes is essential. Applicants must reside within 60 km of Campbell River, hold a valid driver's license, and be legally entitled to work in Canada. A criminal record check will be required prior to employment.

Skills And Abilities

- Completion of a MOA certificate from an accredited educational institution
- minimum of two years of recent experience working as an MOA.
- Familiarity with electronic medical record (EMR) systems and proficiency in office software.
- Knowledge of BC healthcare regulations, MSP billing procedures and fee codes.
- Candidates must live within a 60 km radius of Campbell River
- Must have a valid drivers license and must be legally entitled to work in Canada. A criminal record check is required prior to an offer of employment being made to the successful applicant.

How to apply

If this sounds like the opportunity for you, please email your cover letter and resume, noting 'Medical Office Assistant' in the subject line, to careers@lchccare.ca you are interested to learn more about the Community Health Centre, please visit: www.lfls.ca/employment



WE ARE HIRING Medical Office Assistant

Job Title	Medical Office Assistant
Reports to	Health Director
Status	Full Time
Hours	8:30am – 4:30pm (1 hr unpaid lunch)
Wage	\$22-\$24/hour, plus a comprehensive health and wellness benefit pkg

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- 2. Administration:** Manage administrative tasks by utilizing EMRs, Zoom, Microsoft Office, and other relevant systems. Ensure accurate charting, process billing and insurance claims, and maintain compliance with MSP billing regulations, fee codes, and funding dynamics. Safeguard the integrity and confidentiality of medical records in alignment with BC College of Physicians and Surgeons standards. Demonstrate ethical conduct and professionalism through compassionate and discreet communication.
- 3. Coordination:** Support clinic operations by assisting the Health Director with administration, supply management, and scheduling to ensure smooth day-to-day functions. Streamline processes to maintain a well-organized, calm, and coordinated environment. Collaborate with healthcare providers, including physicians, nurses, and allied health professionals, to enhance patient care coordination. Participate in team meetings to review service trends, gather patient feedback, and drive continuous improvement initiatives.

What you bring to the role

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Qualifications, Education, Training and Experience

Candidates must have completed a Medical Office Assistant (MOA) certificate from an accredited institution and possess at least two years of recent experience in a similar role. Proficiency with electronic medical records (EMRs), Microsoft Office, Zoom, and other relevant systems is required. Knowledge of BC healthcare regulations, MSP billing procedures, and fee codes is essential. Applicants must reside within 60 km of Campbell River, hold a valid driver's license, and be legally entitled to work in Canada. A criminal record check will be required prior to employment.

Skills And Abilities

- Completion of a MOA certificate from an accredited educational institution
- minimum of two years of recent experience working as an MOA.
- Familiarity with electronic medical record (EMR) systems and proficiency in office software.
- Knowledge of BC healthcare regulations, MSP billing procedures and fee codes.
- Candidates must live within a 60 km radius of Campbell River
- Must have a valid drivers license and must be legally entitled to work in Canada. A criminal record check is required prior to an offer of employment being made to the successful applicant.

How to apply

If this sounds like the opportunity for you, please email your cover letter and resume, noting 'Medical Office Assistant' in the subject line, to careers@lchccare.ca you are interested to learn more about the Community Health Centre, please visit: www.lfls.ca/employment



Job Posting: Child and Youth Support Worker

Laichwiltach Family Life Society is looking for Child and Youth Support Worker to provide support and guidance.

EDUCATION AND QUALIFICATIONS:

- A diploma in human/ social services or a related discipline or an acceptable combination of education and experience, Child and Youth Support Work
- Experience working with children and youth an equivalent combination of education, training, and experience.
- Knowledgeable of and encourages each person served to develop and expand his/her methods of communication. Be a Team Player. Knowledge of community resources
- Demonstrated ability to facilitate relationships and connections wherein persons served expand their personal support networks and find new and meaningful relationships.
- Food Safe Certification, Valid First Aid and CPR certification
- Criminal Record Check for Children and Vulnerable Adults (Provincial) - Clearance
- Class 5 , Clear and Current Driver's Abstract.

Hours of work: 28 hours per week (Monday to Thursday)

Salary: \$25-\$27

Deadline: January 20th 2025

Start date": February 2025

Please send your resume and two letters of references to: Audrey Wilson,
Laichwiltach Family Life Society 441-4th Avenue, Campbell River, BC Email to:
executivedirector@fls.ca Only those that are short listed will be contacted for
interview.



About the Tsakwa'lutan Healing Centre

We, the We Wai Kai Nation, embrace our language and culture to build a proud, healthy, safe, and self-sufficient community. We support and encourage each other to thrive by following the footsteps of our ancestral history as stewards of our lands and waters, while balancing our role in modern-day society.

The Tsakwa'lutan Healing Centre, located on Quadra Island, represents a vision for addiction recovery with the goal of restoring lives, families, and empowering communities. Our approach is to destigmatize addiction as an individual issue and to engage, educate, and empower individuals, families, and communities in the recovery process. We achieve this by integrating the best of Western medicine with our traditional healing practices and values.

About the Opportunity

We have an exciting opportunity for **Cultural Support Workers** based on **Quadra Island, BC**.

Cultural Support Workers play a crucial role in providing care and support to clients as they navigate their recovery journey. We are seeking dedicated and compassionate individuals to join our team. We are currently hiring for a variety of shifts, including days and evenings, seven days a week. All Cultural Support Workers will report directly to the Clinical Manager. Evening staff will have access to a designated Supervisor in case of emergency.

More specifically, your responsibilities include, but are not limited to:

Client Support

- Conduct client orientation to the facility, ensuring a seamless transition and strong initial relationship.
- Complete client intake/discharge forms and procedures.
- Assist clients with goals and activities, providing a safe and supportive environment.
- Monitor clients' well-being, reporting any questions or concerns to the clinical team.
- Provide emotional and practical support to clients throughout their stay.

Safety and Security

- Ensure the safety and security of the facility by conducting regular checks and monitoring client activity.
- Respond to emergencies and incidents according to established protocols.
- Administer first aid and support in medical emergencies as needed.
- Communicate and coordinate with the clinical team regarding bedding arrangements, including room changes, early departures, or extended treatments.

Communication and Documentation

- Maintain professional, accurate, and timely records of client interactions, progress, and any incidents.
- Electronically submit daily client data in FYI database software.
- Communicate effectively and respectfully with the clinical team, providing updates on client status and concerns.
- Assist with travel arrangements for clients as needed (e.g., off-site medical appointments, other professional services).

Facility Maintenance

- Assist with maintaining cleanliness and orderliness of the facility.
- Support the implementation of health and safety standards within the centre.
- Report any maintenance issues or safety hazards to the appropriate personnel.

Cultural Competency

- Respect and demonstrate Indigenous ways of knowing, being, and doing in all interactions.
- Facilitate ceremonies and support clients in participating in traditional healing practices.
- Teach land-based healing practices and share learnings on Western and Indigenous truth and reconciliation actions (e.g., smudging / brushing, river bathing, forest walks, etc.).
- Lead land-based cultural activities (e.g., drum making, blanket making, cedar weaving, canoeing, etc.)
- Exhibit and practice cultural humility and reverence, learning ongoing ways to model cultural respect, relevance, reciprocity, and responsibility.



Team Collaboration

- Work effectively as part of a diverse team of clinical professionals.
- Participate in team meetings and contribute to care planning and review processes.
- Provide support and assistance to team members as needed.
- Other duties as assigned.

About You

To qualify for the Cultural Support Worker position, you should ideally have previous experience in a supportive role within addiction treatment, mental health, or related fields. A background in working with individuals experiencing substance use disorders or mental health challenges is highly valued.

Additionally, the following skills and background will be required:

- Understanding and respect for Indigenous cultures and traditions
- Exhibit calm effectiveness in crisis
- Strong interpersonal and communication skills
- Ability to work effectively both as part of a team and independently
- Demonstrated ability to handle sensitive and confidential information with discretion
- Basic knowledge of addiction and mental health issues
- First Aid, CPR, and naloxone certification, or willingness to obtain
- Unrestricted Class 4 drivers' licence, or willingness to obtain

As our ideal candidate, you are compassionate, empathetic, and dedicated to supporting individuals on their recovery journey. You are adaptable and flexible, thriving in a dynamic and evolving environment. Your commitment to providing high-quality support and care ensures that clients feel valued, respected, and understood from their first interaction with the Tsakwa'lutan Healing Centre. Your ability to work collaboratively with clinical staff and other team members contributes to a holistic and supportive recovery.

About the Benefits

A competitive hourly wage of **\$35.00** and a host of excellent benefits including:

- Extended health, dental, and vision coverage
- Pension with up to 9% employer match
- Pick-up and drop-off available from Campbell River ferry
- Beautiful facility along the ocean

How to Apply

Interested candidates are invited to submit their application package to info@healingcentre.ca.

Application packages should consist of a letter of interest outlining how your previous experience and education align with this position and a most recent CV together in one PDF document. If you would like to learn more, inquiries before application submission are also welcome.

We encourage applicants to submit applications as soon as possible as applicants will be reviewed on an ongoing basis. We thank all applicants for their interest; only those selected for an interview will be contacted.

Please note – the successful candidate must provide three references and a clear criminal record check, including a vulnerable sectors check. Preference will be given to persons of Indigenous ancestry. Should the applicant be in recovery, it is required to identify your abstinence from mood-altering substances for two years at the time of application.

About the Tsakwa'lutan Healing Centre

We, the We Wai Kai Nation, embrace our language and culture to build a proud, healthy, safe, and self-sufficient community. We support and encourage each other to thrive by following the footsteps of our ancestral history as stewards of our lands and waters, while balancing our role in modern-day society.

The Tsakwa'lutan Healing Centre, located on Quadra Island, represents a vision for addiction recovery with the goal of restoring lives, families, and empowering communities. Our approach is to destigmatize addiction as an individual issue and to engage, educate, and empower individuals, families, and communities in the recovery process. We achieve this by integrating the best of Western medicine with our traditional healing practices and values.

About the Opportunity

We have an exciting opportunity for **Accountant** based on **Quadra Island, BC**.

The Centre is a 40-bed adult treatment facility serving 300–350 clients annually. Reporting to the Executive Director (ED), the Accountant oversees all finance and accounting functions, including budgeting, financial reporting, analysis, and full-cycle bookkeeping with payroll. This role supports the ED in maintaining financial integrity and ensuring accurate and timely financial management to support the Centre's operations.

Your responsibilities include, but are not limited to:

- Ensures the timely completion of financial reporting deliverables to ED and the Nation including, monthly and annual reporting, preparation of the year-end package for audits, development and maintenance of the annual budget, and other third-party compliance reporting to funding agencies.
- Assists in the development of internal controls and other policies and procedures to ensure the integrity of financial reporting and operational performance.
- Works with the ED to prepare the annual operational and capital budgets.
- Coordinates and assists the ED in the sourcing, writing and submission of available grants.
- Monitors expenses and revenues to ensure conformance to the budget and communicates material variances to the ED and to the Nation if required.
- Assists the ED to prepare and present reports required by funding agencies and liaises with these funding agencies regarding funding and service inquiries.
- Manages full-cycle monthly bookkeeping for the Centre including managing the AR/AP functions, and bi-weekly payroll.
- Ensures client billing and funding allocations activities are performed on a timely and accurate basis.
- Coordinates with the ED and Nation to ensure the Nation is properly insured.
- Maintains a high-level of confidentiality and professionalism when interacting with clients and staff.
- Additional responsibilities as needed to support the team.

Competencies

- Communicates complex information in a simple and understandable format.
- Distinguishes between relevant and irrelevant information and exercises judgment to assist well-informed decisions.
- Prioritizes activities, monitors activities and establishes proper courses of action.
- Continuous improvement of operational and financial processes.
- Utilizes data to identify issues, highlight trends and identify areas of improvement.

Cultural Competency

- Respect and demonstrate Indigenous ways of knowing, being, and doing in all interactions.
- Support clients in participating in traditional healing practices and ceremonies.
- Learn ongoing ways of modelling cultural respect, relevance, reciprocity, and responsibility.
- Exhibit and practice cultural humility and reverence.

Team Collaboration

- Work effectively as part of a diverse team with clinical professionals.
- Participate in team meetings and contribute to care planning and review processes.
- Provide support and assistance to team members as needed.



About You

The ideal candidate should have a minimum of 5 years of experience in a similar role. Experience in addiction treatment, mental health, or related fields is highly desirable and will be considered a strong asset.

Additionally, the following skills and background will be highly valued:

- Understanding and respect for Indigenous cultures and traditions
- Ability to work well under pressure
- Strong interpersonal and communication skills
- Ability to work effectively both as part of a team and independently
- Basic knowledge of addiction and mental health issues

About the Benefits

This is a full-time, salaried position consisting of a schedule of 40 hours per week. Compensation, based on skills and experience, is a competitive annual salary of **\$70k – \$90k**, and a host of excellent benefits including:

- Extended health, dental, and vision coverage
- Pension with up to 9% employer match
- Pick-up and drop-off available from Campbell River ferry
- Beautiful facility along the ocean

How to Apply

Interested candidates are invited to submit their application package to info@healingcentre.ca by 2 January 2025.

Application packages should consist of a letter of interest outlining how your previous experience and education align with this position and a most recent CV together in one PDF document. If you would like to learn more, inquiries before application submission are also welcome.

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

Please note – the successful candidate must provide three references and a clear criminal record check, including a vulnerable sectors check. Preference will be given to persons of Indigenous ancestry.