



## **Skwłāx te Secwepemcúlecw – Job Description**

JOB TITLE: Community Health Nurse	FULLTIME
DEPARTMENT: Wellness	
REPORTS TO: Executive Director of Wellness	

### **The Organization:**

Skwłāx te Secwépemcúlecw (SteS) is traditionally known as Skwłāx, which translates to Black Bear in Secwépemctsín, the traditional language. The community has demonstrated a strong vision and drive in economic development. Through the creation of Quaaout Lodge, Talking Rock Golf, and Le7ka Spa, SteS has helped promote Secwépemc culture while developing world-class accommodation and leisure experiences. The Band has not only led the way in tourism within the Shuswap region, but has also worked to challenge stereotypes and perceptions of reserve life with a focus on community development, wellness, and cultural identity.

Health and Wellness is one of the four core pillars of Skwłāx te Secwépemcúlecw, alongside Administration, Economic Development, and Lands. The Wellness Pillar delivers a range of programs and services that support the health and well-being of community members. These include primary care, child and family, social development, headstart and language and culture. The Community Health Nurse plays an important role in delivering health services that align with this commitment.

### **Job Summary:**

Reporting to the Health Director, the Community Health Nurse (CHN) delivers public health nursing services and health promotion programs to support the well-being of community members across the lifespan. The CHN works within a population health and community development framework, emphasizing cultural safety, Indigenous knowledge, and trauma-informed practice. This role involves respectful engagement with community members as equal



partners in health service provision, including home and community-based outreach. The CHN collaborates closely with health department staff and external partners to ensure programs and services are delivered in a culturally safe, inclusive, and community-driven manner.

### **Core Responsibilities:**

#### **Community Health & Wellness Programs**

- Plan, deliver, and evaluate health promotion initiatives for all life stages (maternal, child, youth, adult, elder)
- Provide culturally safe education and support on topics such as prenatal care, child development, chronic disease prevention, emotional well-being, and healthy lifestyles
- Conduct home and community visits to assess needs, promote wellness, and build trust

#### **Communicable Disease Control**

- Lead immunization and disease prevention programs in line with BCCDC and FNHA guidelines
- Manage community responses to communicable diseases (e.g., influenza, TB, HIV/Hepatitis, STIs)
- Ensure proper protocol adherence, equipment maintenance, cold chain handling, and accurate reporting

#### **Mental Health, Addictions & Harm Reduction**

- Use trauma-informed and culturally respectful methods to promote mental wellness across the community
- Support harm reduction efforts, deliver outreach, Naloxone training, and substance use prevention education
- Collaborate with internal and external mental health supports to address individual and community needs

#### **Environmental Health & Emergency Preparedness**

- Partner with Environmental Health Officers and health specialists to manage risks, outbreaks, and public health emergencies
- Support emergency planning, supply readiness, and preparedness training including respiratory protection



### **Reporting, Documentation & Evaluation**

- Maintain client records and program data per regulatory and professional standards
- Submit timely reports (monthly and annual) and use data for program planning, health monitoring, and emergency readiness
- Support proposal development, policy updates, and interdisciplinary health team coordination

### **Additional Duties as Required**

- Participate in working groups, committees, and community events
- Engage in policy development, mentorship, and orientation for new health staff as needed

### **Basic Qualifications | Requirements for position:**

- Bachelor's Degree in Nursing from a recognized Canadian institution, or an equivalent combination of education and relevant experience
- Current practicing registration with the British Columbia College of Nurses and Midwives (BCCNM)
- Certification in immunization or willingness to complete certification within three months of hire
- Valid CPR Level C certification (including infant resuscitation)
- Valid Class 5 BC Driver's License (unrestricted) and access to a reliable vehicle with appropriate business insurance coverage
- Minimum 3 years of relevant community or public health nursing experience, ideally in an Indigenous or rural setting
- Proven ability to work independently and collaboratively within interdisciplinary teams
- Proficient with Microsoft Office (Word, Excel, Outlook) and electronic health record systems
- Must be able to obtain and maintain a Criminal Record Check with Vulnerable Sector clearance
- Must be able to commute or relocate to Chase, BC or surrounding areas prior to start of employment



### **Physical Demands:**

This role involves a combination of office-based work and field/community engagement. The Community Health Nurse will be required to:

- Sit for extended periods while working at a desk or computer
- Travel frequently within the community for home visits, clinics, and outreach programming
- Occasionally lift and transport medical supplies or equipment
- Navigate various indoor and outdoor environments, including client homes and community facilities
- Maintain physical and emotional stamina while responding to the diverse and sometimes urgent health needs of community members

### **Working Conditions:**

The CHN will work primarily onsite at the Skwłāx te Secwépemcúlecw Wellness Centre, with frequent travel within the community to provide services, conduct home visits, and support health programming. Occasional participation in community events, meetings, or health promotion activities may require availability during evenings or weekends.

The role involves interaction with clients across the lifespan, including infants, children, youth, adults, and Elders, as well as collaboration with interdisciplinary health teams, external health authorities, and community service partners. The CHN is expected to maintain professionalism, cultural sensitivity, and confidentiality in all interactions.

### **Equipment and Software:**

- Microsoft Office suite – Word, Excel, Outlook
- Electronic Medical Records (EMR) systems and immunization tracking databases
- Health-related software such as Panorama (for immunizations and communicable disease reporting), as required by provincial or FNHA guidelines
- Standard office equipment – printer, scanner, photocopier



- Clinical equipment used for screenings, immunizations, and harm reduction (e.g., vaccine refrigerators, sharps containers, Naloxone kits)
- Secure data management tools in compliance with privacy and health information regulations

**Confidentiality:**

- Maintain the confidentiality of all client information in accordance with the Wellness Centre's policies, regulatory nursing standards, and applicable legislation
- Ensure secure storage, handling, and transmission of personal health information, reports, and program data
- Follow the standards set by the British Columbia College of Nurses and Midwives (BCCNM) for documentation, record-keeping, and privacy
- Handle all community health matters with discretion, cultural sensitivity, and professionalism
- Respect the privacy and dignity of all individuals, families, and the broader community in all interactions and communications



## EMPLOYEE ACKNOWLEDGMENT

I have reviewed the Skwłāx te Secwepemcúlecw (SteS) job description and I understand all my job duties and responsibilities. I can perform the essential functions as outlined within the job description. I understand that my job may change on a temporary or regular basis according to the needs of the operation without it being specifically included in the job description. If I have any questions about the job duties not specified in this description that I am to perform, I should discuss them with the Executive Director and/or designate.

I further understand that future performance evaluations and merit increases to my pay are based on my abilities to perform the duties and responsibilities outlined in this job description to the satisfaction of the Executive Director and/or designate.

I have discussed any questions I may have had about this job description prior to signing.

Reviewed by \_\_\_\_\_ Date: \_\_\_\_\_  
Incumbent: \_\_\_\_\_

Approved by \_\_\_\_\_ Date: \_\_\_\_\_  
Supervisor: \_\_\_\_\_

