

Community Health Care Attraction Worker

Location	Fort St James Primary Care Society Workspace – Fort St. James and area
Posting Date:	May 19, 2026 – May 29, 2026
Start Date:	June 1, 2026
Salary	Based on a Contract of \$3200 per month
Hours of Work:	Flexible Schedule - June 1, 2026 to December 31, 2026 Some weekend and evening work required – average 20 hours per week

About the Role

The purpose is to retain a candidate to work as a Fort St. James Healthcare Attraction Worker, specifically focusing on supporting recruitment and retention efforts for healthcare services within the Fort St. James area. This position will supplement regional recruitment efforts by supporting recruiters to highlight the benefits and advantages of working in the Fort St. James region.

Reporting to the Fort St. James Primary Care Society Recruitment Committee, you will be the operational backbone of our team. You will act independently in delivering recruitment services on behalf of the region and will collaborate with Northern Health where appropriate to support shared recruitment objectives.

Key Responsibilities

Organizational Leadership & Strategy

- Co-develop an action plan for the delivery of services for a 7-month period with the Fort St. James Primary Care and Recruitment Committee
- Advise the Committee on opportunities to support recruitment.
- Act as a spokesperson and ambassador, representing us with professionalism to external stakeholders, regulatory bodies, and the community.
- Foster a culture of teamwork, diversity, inclusion, and truth and reconciliation.

Operational Planning & Management

- Oversee all facets of day-to-day project
- Implement operational plans.
- Ensure privacy, confidentiality, and security of organizational files and information.
- Collaborate by:
 - sharing relevant recruitment information where beneficial to candidate placement in Fort St. James
 - Aligning messaging to avoid conflicting or duplicative recruitment communications
 - Coordinate candidate introductions or referrals where Northern Health is the hiring authority
- Travel is required to Recruitment Conference

Program & Services Management

- The successful candidate shall independently plan, coordinate, and deliver information that supports attracting health care professionals to Fort St. James. Services may include:

- Lead the planning, delivery, and evaluation of programs and services to ensure they meet the program goals and reporting structure.
- Work collaboratively with the Primary Care Society
- Proactively identify and engage prospective healthcare candidates
- Promote Fort St. James as a place to live and work to prospective healthcare professionals
- Support recruitment efforts specific to the Fort St. James Nats'oojeh Hospital and Health Centre
- Develop and implement recruitment strategies tailored to the unique needs and context of Fort St. James and area

Human Resources

- Support a positive, safe, and healthy work environment, adhering to all legislative standards.

Financial Management

- Develop a 7-month budget and financial plan in collaboration with the committee that reflects your work plan, travel to events, and promotional supplies.
- Submit claims for reimbursement of eligible expenditures in accordance with the contract.

Community Relations & Advocacy

- Keep stakeholders informed, engage with Indigenous communities and resources, and participate in public events and committees.
- Respond to evolving community needs through program innovation and expansion.

Risk Management

- Develop and monitor risk management plans
- Ensure compliance with all insurance, legal, and regulatory requirements.

What We're Looking For

- **Education:** A degree in business or public administration, or a combination of relevant education, training, and experience.
- **Experience:** Work independently or as a team member
- **Cultural Competence:** Demonstrated understanding of Indigenous culture, trauma-informed practice, and a commitment to culturally sensitive leadership.
- **Expertise:** Deep knowledge of Fort St. James and area
- **Skills:** Outstanding communication, organizational, and interpersonal skills. Fostering a respectful, inclusive environment
- **Data-Driven:** Skilled at reporting, performance metrics, and financial detailing
- **Collaboration:** Exceptional teamwork, leadership skills

Required:

- Valid class 5 driver's license & satisfactory drivers abstract
- Criminal Record Check clearance
- Ability to work within a "contract" framework with the Fort St. James Primary Care Society – the contractor is responsible filing and paying their own taxes as required under applicable laws.
- Use of vehicle with current business insurance
- Commercial General Liability insurance

Quick facts about the agency: Fort St. James Primary Care Society

Together we can do more.... Alhgoth whats'ut'en de lhadun uts'otililh fsjprimarycaresociety.com

Vision: Health and well-being for all residents in our regional area

Our Mission: Working to improve quality of life for individuals and communities, inspired by innovation and partnership

Local membership partners who have oversight of the board include: The District of Fort St. James, Mayor Martin Elphee, Regional District Bulkley Nechako "Area C" Judy Greenaway, and Nak'azdli Whut'en, Chief Colleen Erickson. Ann McCormick is Chair of the Board

How to Apply:

Ready to make a difference in your community? Submit your resume and a cover letter outlining your relevant experience and qualifications for the position.

Apply Via email: fsjprimarycaresociety@gmail.com

The Society is committed to equity, diversity, and inclusion. We encourage applications from all qualified candidates, especially those with lived experience in the communities we serve.