



NUXALK NATION ADMINISTRATION FLYER

P.O. BOX 65, BELLA COOLA, B.C.

PHONE: 250-799-5613/5959/5367/5680/5366 FAX: 250-799-5426

EMAIL: admin.receptionist@nuxalknation.ca

October 20th, 2021

THE FOLLOWING TO BE SUBMITTED BY. NOV 23RD, 2021

SOCIAL DEVELOPMENT DEPT:

RE: UPDATE FILE

Your file requires the following to be complete and to continue with Income Assistance.

- **Identification UPDATE 2 PIECES OF ID**
- *Rental Agreement/Invoice*
- **Bank Statement – Last 30 Days**
- *Names of others in household*
- Income Tax Assessment Notice – 2019-2020
- Record of Employment/Separation Slip
- Any or All Earned/Unearned Income

PLEASE BOOK YOUR APPOINTMENT: Please call 250-799-5613

We require all clients to book an appointment to sign papers, update files and pay your BILLS.

For all renewal slips a signature is required. We will need all clients to come in and sign before THE 23rd, OF EACH MONTH. If not done you will have to wait till next Friday after SA day for a cheque to be issued. Renewal slips at the front desk.

Vernice Cloutier

Band Social Development Worker



NUXALK NATION

JOB OPPORTUNITY/PART- TIME

Social Development assistant

POSITION DESCRIPTION

POSITION SUMMARY

Under the supervision of the Nuxalk Social Development Worker the Intake Worker administers Nuxalk Nation's social assistance program.

SPECIFIC RESPONSIBILITIES

1. Performs all duties and responsibilities in accordance with the Nuxalk Nation policies, standards and procedures, and as directed by the Social Development Worker.
2. Maintains confidentiality on all matters relating to the administration and social assistance affairs in the Social Development Department of the Nuxalk Nation.

Duties: Assists with:

1. Processes social assistance applications and supplementary documentation from applicants;
2. Assesses each application and the applicant's circumstances to establish need, and identify available resources and possible alternative means of support if required;
3. Completes budget and decision sheets to determine eligibility for social assistance on the basis of identified needs and resources;
4. Issues assistance as per the rates set out in the Social Development Policy and Procedures Manual to applicants who meet eligibility criteria outlined in the manual, its amendments and in supplementary directives;
5. Assists employable recipients in seeking and securing work;
6. Encourages and facilitates the enrollment of recipients in training or education programs that will enhance their employability;
7. Interprets policies and procedures to clients for their better understanding of the purpose, services and requirements of the program, including the clients' obligation to report income and changes in their circumstances, and to accept work, or to undertake training when available;
8. Explains to applicants the right to appeal process where disagreement exists, and the procedure to be followed in exercising this right;
9. Maintains a confidential file for each client which is to include case recordings and copies of all required forms in connection with applications for assistance, correspondence regarding the case, and records of all disbursements of funds, including amounts and purposes;

10. Completes report forms for submission to the Department of Indian Affairs and Northern Development (DIAND) with copies retained in the band office;
11. Establishes and maintains strong working relationships with other Nation staff, DIAND staff, and representatives of other departments and agencies;
12. Completes the monthly SDFSR statistical report and calculating the monthly expenditures of the Social Development program for GL codes;
13. Processes checks, providing clients with renewal slips, photocopying and any other clerical duties as required;
14. Other duties as assigned.

Education/Training/Certification

1. Human Service Worker Certification preferred or equivalent education and experience.

Experience

1. Minimum two years' experience in a social development or social welfare position.

Personal Qualifications and Other Skills and Knowledge

1. Excellent organizational, case management and interviewing skills.
2. Superior inter-personal, oral and written communication skills.
3. Ability to work with minimal supervision.
4. Excellent conflict resolution skills.

Deadline October 29, 2021

Please submit your resume to saintake@nuxalknation.ca



Nuxalk Administration

PO BOX 65, Bella Coola, BC V0T 1C0
Phone: (250)799-5613 Fax: (250)799-5426
Email: admin.director@nuxalknation.ca

Nuxalk Nation Job Posting - TEMPORARY

Janitor (2)

Reports to:
Recreation Director

Summary

The Nuxalk Nation Recreation Department is seeking **two** janitors to clean Nuxalk Hall and ensure it is up to COVID-19 standards.

Job Duties

- Clean building floors by sweeping, mopping, scrubbing, and vacuuming them as required
- Clean windows and mirrors
- Clean and supply restrooms
- Remove waste and empty trash
- Maintain cleaning chart indicating areas that were cleaned and inspected
- Replenish cleaning and maintenance supplies
- Organize janitorial storage areas
- Notify supervisors about unsafe conditions or concerning the need for repairs or maintenance
- Perform other duties as assigned
- **Ensure cleaning standards are up to COVID-19 requirements**

Hours

- Flexible/casual up to 35 hours per week
- **Must be available evenings and weekends**

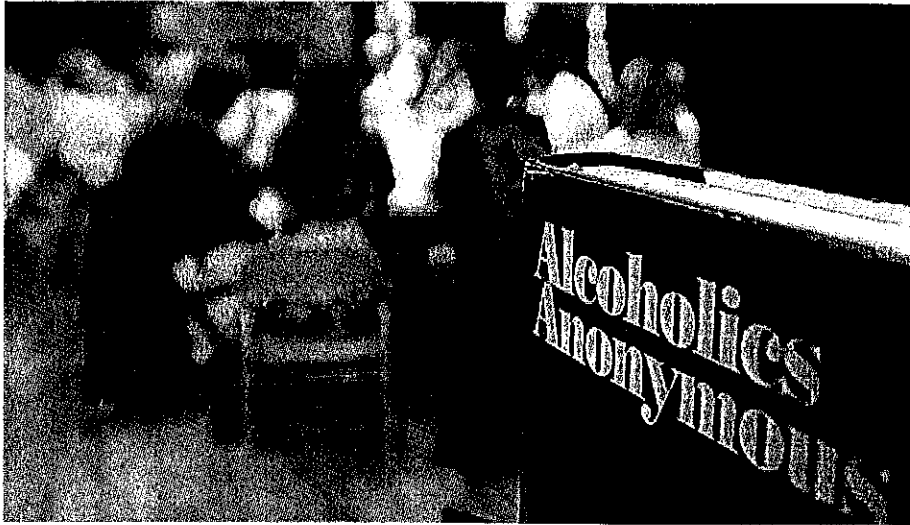
Rate of pay: \$18/hour

How to apply

Please drop off resume at Nuxalk Administration Office attn: Kelly Milton, Recreation Director or phone 250 799 5613.

Positions Open Until Filled

A A Meetings



Mondays at 7pm

Bella Coola Bandoffice

A A Meeting

At Bella Coola

Bandoffice at 7pm

Mon- Nights





First Nations Health Authority
Health through wellness



**Nuxalk Health ELDERs ONLY
Influenza (flu) vaccine clinic upcoming
dates:**

If you are SICK please remain at home until your well to come in for your flu vaccine.

When coming for your appointment we do please ask you to wear your mask and sanitize.

Please be patient with us, as we carefully make sure everyone is safe during the appointments.

NOVEMBER 3—4, 2021

DATES:

8:30 AM—4:00 PM

TIME:

ELDER'S CENTER-464 MACKENZIE ST

LOCATION:



First Nations Health Authority
Health through wellness

MESSAGE FROM NUXALK HEALTH:

Influenza vaccine now available, please
call Amy Pootlass

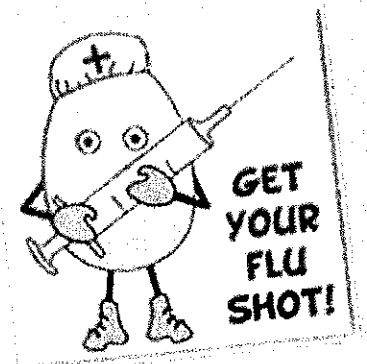
@

(250) 799 5902

or

(250) 799 5441

to book your appointment.





First Nations Health Authority
Health through wellness

FNHA Health Benefits Shingrix® Coverage

The Shingrix® Vaccine is covered for FNHA clients aged 65 years old and above.

Effective February 1, 2021, Shingrix® (DIN 02468425) and an Injection Fee for pharmacist administration of Shingrix® (PIN 66123642) is listed on FNHA's Supplementary Drug Formulary that adjudicates through Pacific Blue Cross (PBC).

Coverage Criteria for Shingrix®:

- FNHA client is 65 years old or older.
- Lifetime limit of two doses.

Assessing Shingrix® Appropriateness:

Pharmacists may assess the appropriateness of Shingrix® for patients and determine if the intended use qualifies as a Schedule II product (<https://www.bcpharmacists.org/readlinks/call-schedule-2-vaccine-explained>) or if it requires a prescription.

If the Shingrix® vaccine is dispensed as a Schedule II product, the pharmacist must document the following:

- Patient Name
- Date
- Name of drug and strength
- Indication
- Quantity
- Dosing instructions
- Name and signature of pharmacist initiating the treatment

Processing the Shingrix® claim

Each dose of Shingrix® should be claimed separately at or around the time of administration. Claims for the Shingrix® Injection Fee are only eligible if there is an existing approved Shingrix® vaccine claim for the same date of service. Pharmacies must submit the claim for the vaccine before submitting the claim for the injection fee.

Submitting the Claim for Shingrix® as a Schedule II Product

- Process the claim through PharmaNet using your College of Pharmacists of BC ID in the prescriber field. Refer to the [FNHA Pharmacy Fee Supplement](#) for documentation requirements for pharmacist initiated non-prescription drugs.
- Claims for Shingrix® DIN 02468425 should be submitted with your usual and customary drug cost and dispensing fee.
- Submit the drug claim using DIN 02468425 through Pharmacare and then to PBC as a secondary payor. Please see the [PBC Provider Guide](#) for how to set up the client's plan and billing Information.

Submitting the Claim for Pharmacist administration of Shingrix®

- If a pharmacist is administering the vaccine to the FNHA client, a \$12.10 Injection Fee can be claimed by the pharmacy.
- The \$12.10 Shingrix® Injection Fee should be submitted using the BC PharmaCare *FNHA Shingrix Non-benefit* PIN 66123642 to both PharmaCare and Pacific Blue Cross.
- Process the claim using the College of Pharmacists of BC ID for the pharmacist administering the Shingrix® vaccine as the prescriber ID.
- The Shingrix® Injection Fee should be submitted with a \$0 drug cost and a \$12.10 dispensing fee.
- The Shingrix® Injection fee is eligible when there has been a paid claim for Shingrix® on the same date of service.

Exceptional Requests

Requests for exceptional coverage for clients who do not meet the above criteria are reviewed on a case-by-case basis when the request is submitted in writing and supported by medical documentation from a primary care provider. Clients can contact FNHA Health Benefits at 1-855-550-5454 for more information.

Working with the local First Nations Health Service Organizations

Most First Nations communities run public health immunization programs and have staff who are certified immunizer(s), such as a community health nurse.

FNHA is encouraging First Nations Health Service Organizations to work with their local community pharmacies to support Elders aged 65 and above. This may include in-person visits to the pharmacy; providing the client's vaccine to a nurse for injection; or in some cases, by invitation for a pharmacist to participate in a vaccine clinic in the First Nations' community.

In cases where the pharmacist is dispensing Shingrix® to the client for an injection administered by a community health nurse, *the pharmacist, and nurse should determine a process that meets their regulatory and program requirements, and maintains cold chain* (e.g., avoids having the client or nurse hold the vaccine for extended amounts of time).



First Nations Health Authority
Health through wellness

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Nuxalk Health

Patient Travel Guidelines

PO BOX 392, Bella Coola, BC V0T 1C0

Phone: (250)799-5809 ext. 213 or 218

Email: pt.assistant@nuxalknation.ca/patient.travel@nuxalknation.

Patient Travel in Three Steps

1

Confirm your appointment date and time

- Call Mavis or Kaitlin at Nuxalk Health Patient Travel - 250 799 5809 ext. 213/8
- Call Leanne at the Bella Coola Medical Clinic - 250 799 5342
- If required, call the doctor's office where the appointment is taking place
- Ensure ALL offices are aware of the appointment date and time

2

Confirm you are travelling to the appointment

7 - 10 days notice is required

- Call Mavis or Kaitlin to confirm your travel plans - 250 799 5809 ext. 213/8
- Staff will begin putting together your Patient Travel package
- All patients **MUST** provide a contact number

3

Pick up your Patient Travel package

- Patient Travel packages are available on the Friday **BEFORE** the appointment at the Administration Office between 1:30pm - 4:30pm

Important Notes

- Nuxalk Patient Travel **MUST** follow FNHA policies regarding medical travel - **NO EXCEPTIONS**
- If you do not confirm your travel plans **7 - 10 days BEFORE** your scheduled appointment you may have to cover the cost of your own travel and seek reimbursement when you return
- Once a Patient Travel package is complete we will not make any changes unless: a) the client gets an additional appointment or extension OR b) the appointment is cancelled or rescheduled
- All clients must abide by the rules and regulations of the accommodations providers where they are staying - **any damages incurred are the responsibility of the client**
- We recognize medical travel can be stressful, please be patient and respectful as we are working to help you as best we can

Patient Travel calls are accepted Monday - Friday - 10am - 12pm & 1pm - 3pm

Phone: 250 799 5809

Toll-free: 1-866-799-0545

Text: 250 267 4545



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