

ABORIGINAL JOB SEEKERS HANDBOOK


Island Health



Excellent care for everyone, everywhere, every time



island health



Island Health is located on the traditional territories of the Coast Salish, Nuu-chah-nulth and Kwakawaka'wakw Nations.

We gratefully acknowledge the fifty diverse First Nations within our service region that spans from the Scia'new Nation up to Tlatlasikwala and south of the Wuikinuxv Nation to Klahoose.

Island Health also serves the six Chartered Métis Communities and those who identify as Aboriginal, Métis or Inuit living in rural and urban centers throughout the region.



Aboriginal Recruitment & Retention



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All Nations Healing Room Entrance, Royal Jubilee Hospital, Victoria, BC.

Aboriginal Recruitment & Retention

About Island Health

Island Health is the largest employer on Vancouver Island with more than 18,800 health care professionals, technicians, and support staff who provide healthcare services to more than 765,000 residents of the Island Health service region.

Our Vision

Excellent care—for everyone, everywhere, every time.

Our Purpose

To provide superior healthcare through innovation, teaching and research with a commitment to quality and safety—creating healthier, stronger communities and a better quality of life for everyone.

Our Values

CARE will guide everything we do:

Courage: To do the right thing — to change, innovate and grow.

Aspire: To the highest degree of quality and safety.

Respect: To value each individual and bring trust to every relationship.

Empathy: To give the kind of care we would want for our loved ones.

LIVING
OUR VALUES



Aboriginal Employment Program

Island Health is committed to building a representative workforce that will assist in minimizing the gap in health outcomes between Aboriginal and non-Aboriginal people.

This goal is supported by the provision of Island Health employment opportunities and the delivery of culturally safe Island Health services.

In 2011, the Island Health Executive endorsed an Aboriginal Recruitment and Retention Strategy led by our Aboriginal Employment Team which includes: a Program Coordinator, two Employment Advisors and a Career Coach/Program Assistant.

OUR ABORIGINAL EMPLOYMENT VISION

Island Health will be recognized as an Aboriginal “employer of choice” by both Aboriginal career seekers and Aboriginal communities. Given that Island Health is the largest employer on Vancouver Island, Island Health will be the largest employer of Aboriginal peoples on Vancouver Island.



Sheila White, Central Island Employment Advisor.



From left:

- **Michele Noullet Morfitt**, North Island Employment Advisor
- **Steve Sxwithul'txw**, Coordinator
- **Alegha van Hanuse**, Career Coach.



Aboriginal Recruitment & Retention

HOW WE CAN SUPPORT YOU?

Our Aboriginal Employment Advisors and Career Coach can provide you with information, resources and assistance in your career search and employment application.

Our Career Coach offers one-to-one support with identifying career goals and resume, cover letter, and interview skill development.

Contact our Aboriginal Employment Program at

aboriginalemployment@viha.ca or toll free at 1-877-370-8699 Extension 13481.



In 2011, Joe Wilson, an accomplished Coast Salish artist created **Yuxwule'**, our program logo.

Yuxwule' depicts an Eagle representing our commitment to our program goals and vision.

The Coast Salish people view the Eagle as the power of the Great Spirit who has a divine strength of character with focused attention and healing powers.

Our Aboriginal Employment Team works to achieve four primary goals:

1. Establish trust and partnership with Aboriginal communities and organizations;
2. Inform Aboriginal youth and young adults about the full spectrum of healthcare and relevant training;
3. Attract trained Aboriginal healthcare professionals and job seekers to join Island Health; and
4. Influence Island Health's organizational cultural awareness in ways that support the retention of current Aboriginal employees.

Employment Opportunities

WHAT TYPES OF CAREERS ARE AVAILABLE?

Island Health offers a diverse range of career opportunities including a variety of health care professions as well as administrative, support and corporate careers.

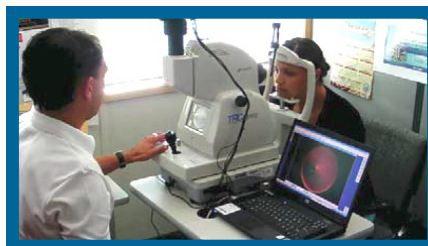
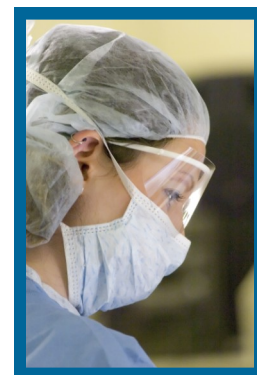
Here are just a few of the careers available with Island Health:

- **Health Care Professionals**

(Nurse, Physiotherapist, Social Worker, Speech Language Pathologist, Pharmacist, Respiratory Therapist, etc.)

- **Technical Professionals**

(Laboratory Technologist, Medical Radiation Technologist, Biomedical Engineer, Information Management/Information Technology, etc.)



- **Leadership/Business Management Professionals**

(Educator, Director, Manager, Coordinator, etc.)

- **Support Services**

(Payroll, Human Resources, Finance, Clerical/ Administrative, Laundry Services, Protection Services, Housekeeping, Food Services, etc.)

- **Engineering, Maintenance and Trades**

(Electrician, Carpenter, Plumber, Maintenance Worker, Engineer, etc.)



WHAT KIND OF TRAINING OR EXPERIENCE DO YOU NEED?

Requirements for training, education or experience vary depending on the specific career. Every Island Health job posting provides details on the required training and qualifications

While some positions require specialized training or certification, others do not.

For some examples of health care careers that require , see

our brochure on how to [train to be a healthcare professional in 1 year or less](#), available through our

Aboriginal Employment website

at www.viha.ca/careers/aboriginal.



Heidi Meseyton, MSW
Social Worker, Acute Care
Victoria General Hospital

Most Island Health employees begin their careers with us as a casual employee and then transition to regular full and part time positions by applying on internal job postings.

ARE ALL ISLAND HEALTH JOBS UNIONIZED?

About 92% of Island Health jobs are unionized, and this may affect the hiring process.

In most cases, collective agreements between unions and the employer require that qualified internal applicants be considered before external applicants. Non-unionized positions are open for everyone to apply.

**All Island Health job postings are available online
at www.viha.ca/careers.**

How to Apply for Employment

GETTING STARTED

First, create a profile in our VI-HIRE online posting and application system (see instructions on next page) and upload your relevant career documents, such as your cover letter, resume and applicable certificates.

Ensure that you have an electronic version of your resume ready because copying your resume into VI-HIRE is one of the required steps.

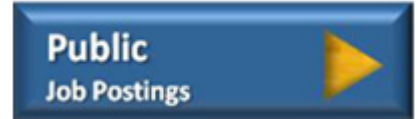
You may also upload your documents as attachments so that hiring managers have a formatted version of your application although this is not mandatory.

Note: In order to create a profile and apply for jobs with Island Health, you will need a personal email address. If you do not currently have one, you can easily obtain a free internet-based email account through providers such as Google (www.gmail.com), Microsoft (www.hotmail.com), or Yahoo (www.yahoo.ca).

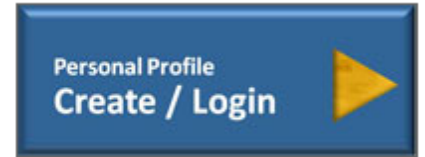


Creating a Profile - Step by Step

- 1) On the Island Health Careers home page, www.viha.ca/careers, click on “Public Job Postings”



- 2) From the public job postings page, click on “Personal Profile: Create/Login”




- 3) Under the heading “First Time Public User,” click the link to “Create New Account”



First Time Public User
[Create new account](#)

- 4) Fill in all required fields accurately and completely*.

Required fields appear in **red**, while optional fields will appear blue or black.

*If you see this symbol:  next to a field, place your mouse pointer over it to reveal additional instructions on completing that field.

Example:

Email *	<input type="text"/>
Retype Email *	<input type="text"/>
Password * 	<input type="password"/>
Retype Password *	<input type="password"/>
Referral Source *	<input type="text"/> 
First Name *	<input type="text"/>
Middle Initial	<input type="text"/>

Password must be at least 8 characters long and contain at least one of the following characters: a numerical [0-9], an alphabetical [a-z], and a capital [A-Z]

Need Help?

If you have trouble navigating our website or VI-HIRE application system, please contact our HR Access Helpline at 250-519-7717 or toll-free at 1-888-296-3963.

Additionally, you can read the “[VI-HIRE Frequently Asked Questions](#)” page where you will find the answers to many questions, please visit: http://www.viha.ca/careers/vi_hire/frequently_asked_questions_vihire.htm

SEARCHING VIHA JOB POSTINGS

After you create a VI-HIRE account, you can begin searching the current job postings at www.viha.ca/careers to find a position that fits your qualifications, skills, knowledge and interests.

All Island Health job postings will include the following information:

- Job title and posting number
- Closing date
- Location/Community
- Facility
- Department/Work Area
- Work Schedule Information
- Job type (full-time, part-time, casual, etc.)
- Union Collective Agreement (if applicable)

ABORIGINAL SELF-IDENTIFICATION

Self-identification is the process by which you can voluntarily declare that you are First Nations, Inuit or Métis.

All Aboriginal Island Health job applicants are encouraged to self-identify when creating their VI-HIRE profile.

Information is collected for statistical purposes and hiring managers do not have access to this information.

You are able to edit your profile and self-identify at a later date if desired. If you self-identify, you will also offered an option that sends a support request to our Career Coach to receive assistance with your application.

Tracking Aboriginal applicants and employees allows us to determine if we are meeting our Aboriginal employment goals.

We encourage applications from all qualified individuals including, Aboriginal peoples, visible minorities and persons with disabilities. Aboriginal applicants are encouraged to self identify; however, the provision of this diversity information is not mandatory and there is the option of selecting "Prefer not to answer".

Again, this information is collected for statistical purposes and responses to these questions will have no effect on hiring decisions as hiring managers are not able to see responses to our diversity questions.

We are committed to building a diverse workforce while hiring on the basis of merit.



DO I NEED TO APPLY TO EACH POSITION SEPARATELY?

Yes, you need to submit a separate application for each position.

If you apply to a position that is cancelled and then re-posted, you will need to reapply. You will receive a confirmation email for each application submitted. You can also track your submitted applications from your VI-HIRE Career Centre homepage, under “Profile Submission History.”

DO I NEED A SEPARATE COVER LETTER FOR EACH POSITION?

Yes, each application that you submit should include a cover letter written specifically for the posting to which you are applying.

You can have many different cover letters saved to your VI-HIRE profile. Please include the posting number and highlight your qualifications, skills, knowledge and/or experiences that are relevant to the job posting.

The most effective way to attain an interview is to clearly demonstrate how you meet the specific qualifications detailed in the posting by submitting a clear and attractive resume.

WHAT INFORMATION DO I NEED TO INCLUDE IN MY RESUME?

Clearly highlight your relevant educational qualifications, knowledge, skills and abilities so the hiring manager can easily see how they align with the qualifications described in the job posting.

For more information and tips on creating a great resume and cover letters, visit our Aboriginal Employment website at www.viha.ca/careers/aboriginal.



After You Apply

Some postings generate hundreds of applicants and it may take several weeks to review all the Applications. Managers will only contact candidates who have been short-listed .

There are often many qualified applicants for a position, but generally only one is selected and hired. If you are not successful for a position you have applied to, you are encouraged to apply to other opportunities.

For job postings with specific closing dates, hiring managers are not able to review applications until after a job posting has closed.

REFERENCES CAN HELP YOU GET THE JOB...OR NOT!

If you are shortlisted for a job interview, please notify your references that they may be contacted . You may want to give them a copy of the job description for the position you have applied for. This can help them provide a better reference and will also confirm that they are still available and willing to speak on your behalf. If there are any changes to your references or their contact information, please update your profile in VI-HIRE.



HOW CAN I PREPARE FOR AN INTERVIEW?

If you are selected for an interview, you will want to be as prepared as possible to give yourself the best chance of being hired.

Here are a few hints to help you be successful in an interview with Island Health:

1. Research our overall vision and goals and the specific position you applied for.
2. Reflect on your experiences and prepare answers to common interview questions.
3. Have a family member or friend conduct a practice interview with you.
4. Prepare at least two questions to ask the interviewer about the position.

While some interviews may be solely with a hiring manager, Island Health often utilizes “panel interviews” in which a candidate is interviewed by 2 to 4 people. When going to an interview, bring copies of any documents you submitted as part of your application, such as your resume and cover letter. For more information and tips on how to interview successfully, go to our Aboriginal Employment website at <http://www.viha.ca/careers/aboriginal>

CRIMINAL RECORD CHECK

Many Island Health staff working in various positions are required to provide a Criminal Record Check (CRC) as part of the terms of employment.

Note: The Criminal Records Review Agency charges a \$20 processing fee which is deducted from your first pay cheque.

Most positions that require a Criminal Record Check will state this clearly in the job posting. Some positions may also require a Police Record Check.

Volunteer Opportunities

Island Health offers diverse volunteer opportunities that can provide valuable work experience in health care environments and can help job seekers choose a career path.

Volunteering generally requires a time commitment of 1 to 4 hours per week, for a minimum period of 6 months. Requirements vary depending on the site and volunteer job description, but a minimum time commitment is usually requested because many volunteer opportunities involve a screening process, orientation and training that can take weeks to complete.

Screening to be a volunteer will likely involve an interview, reference checks, a TB skin test, and possibly a criminal record check. These requirements are designed to protect the well-being of Island Health's patients, clients, and staff but also represent an investment of time and resources on the part of Island Health which can benefit volunteers who receive this screening who may go on to seek paid employment opportunities with Island Health in the future.

For more information regarding current volunteer opportunities please visit : www.viha.ca/volunteer_resources, or contact an Island Health Volunteer Coordinator nearest you: www.viha.ca/volunteer_resources/contact



Aboriginal Recruitment & Retention

Additional Resources

ABORIGINAL EMPLOYMENT PROGRAM RESOURCES

As noted throughout this handbook, our Aboriginal Employment Program offers a number of resources and supports for Aboriginal career seekers.

For more information, please visit:

www.viha.ca/careers/aboriginal

Please connect with us at:

aboriginalemployment@viha.ca

Phone Toll-free: 1-877-370-8699 Extension 13481

Please contact our Human Resources Department

For assistance regarding questions relating to Island Health or

VI-HIRE, our online job application system,

please contact us at either 1-888-296-3963 (toll free) or hraccesshumanresources@viha.ca

Regional Aboriginal Employment Training and Services

NORTH VANCOUVER ISLAND

Laichwiltach Family Life Society

441 4th Avenue

Campbell River, BC V9W 3W7

(250) 286-3430

www.lfls.ca

North Island Vancouver Island Aboriginal Training Society

Suite #103 - 2005 Eagle Drive

Campbell River, BC V9H 1V8

(250) 286-3455

<http://www.nviats.com>

Sacred Wolf Friendship Centre

145A-8950 Granville Street

Port Hardy, BC V0N2P0

(250) 902-0552

www.sasamans.ca/index.php/sacred-wolf-friendship-centre

Wachiay Friendship Centre

1625 McPhee Avenue

Courtenay, BC V9N 3A6

(250) 338-7793

www.wachiay.org

Whe-La-La-U Area Council

PO Box 150

Alert Bay, BC V0N 1A0

(250) 974-5501

www.sasamans.ca/index.php/whe-la-la-u-area-council

Health Careers Your Career - Your Future!



CENTRAL VANCOUVER ISLAND

Coast Salish Aboriginal Employment and Training Society

201 - 5462 Trans Canada Hwy

Duncan, BC V9L 6W4

(250) 746-0183

<http://csets.com>

Hiiye'yu Lelum House of Friendship Society

205 - 5462 Trans Canada Highway

Duncan, BC V9L 6W4

(250) 748-2242

www.hofduncan.org

Métis Nation BC Employment and Training - Vancouver Island Office

103 - 335 Wesley St

Nanaimo, BC V9R 2T5

(250) 753-6271 or 1-888-632-9450



Aboriginal Recruitment & Retention

Regional Aboriginal Employment Training and Services

CENTRAL VANCOUVER ISLAND

(CONTINUED)

Nuu-chah-nulth Tribal Council

3088 3rd Avenue

Port Alberni, BC V9Y 2A5

(250) 286-3487

<http://www.nuuchahnulth.org>

Port Alberni Friendship Centre

3555 4th Avenue

Port Alberni, BC V9Y 4H3

SOUTH VANCOUVER ISLAND

Victoria Native Friendship Centre

231 Regina Avenue

Victoria, BC V8Z 1J6

(250) 384-3211

<http://www.vnfc.ca>

Funding Resources for Education and Training

Comprehensive on-line Aboriginal Scholarship Guide:

<http://www.ammsa.com/community-access/scholarships/>

Excellent care for everyone, everywhere, every time



island health

Thank You

Hiswke — SENCOTEN language

Huy ch q'u — Hul'qumi'num language

Kleco, Kleco — Nuu-chah-nulth language

Gilakas'la — Kwak'wala language



www.viha.ca/careers/aboriginal

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