



ONE (1) YEAR CONTRACT OPPORTUNITY:

MEDICAL TRANSPORTATION COORDINATOR

Salary: \$30,000 - \$45,000 / year

(Depending on Education and Experience)

The Medical Transportation Coordinator will work under the direction and supervision of the Health Manager and will have the responsibility for the effective coordination of medical transportation for the members living on the Whitefish River First Nation (WRFN), using Non-Insured Health Benefits policies and procedures. The Medical Transportation Coordinator will also be responsible for occasional office reception, clerical duties, expected to maintain strict confidentiality and to be courteous and professional at all times.

Duties:

- Adhere to the FNIHB/NIHB Medical transportation Policy Framework;
- Answer all incoming calls related to Medical Transportation in a professional manner.
- Maintain all transportation information and schedule in the Community Electronic Medical Record System (EMR).
- Arrange, coordinate and process Medical Transportation and accommodation/meals as per policy.
- Coordinate the Medical Transportation Drivers and maintain accurate records required for their files.
- Prepare and maintain a filing system for all documentation such as letters, reports, forms, travel warrants, Medical Transportation data and etc.
- Schedule appointments for servicing and maintenance of Medical Transportation Vehicles.
- Must be proficient with word processing and spreadsheets.
- Book medical drivers for medical appointments by maintaining a schedule on EMR.
- Maintains high level of confidentiality of information in accordance with the WRFN First Nation Personnel Policy.
- Complete and keep up to date records on all inventory and supplies purchased.
- To keep an accurate daily log of incoming telephone calls and walk in inquiries.
- Complete quarterly reports in accordance with WRFN Finance Policy and funding guidelines.
- Develop protocols and procedures with partner agencies to formalize agreements on service delivery and operations of the Medical Transportation Program.
- Ensure prior approvals to Health Canada are approved for all long distance medical trips.
- Ensure Medical Transportation vehicle is operational and regular service/maintenance checks are completed for the safe operation of the vehicles.
- Follow Health Canada's Policy and Procedure for Prior Approvals for medical travel.

Qualifications:

- Diploma or Certificate from an accredited College in Health or Business;
- Grade 12 Graduate with office setting work experience will be considered;
- Valid Driver's License and access to a reliable vehicle;
- Excellent organization skills;

- Demonstrated ability for attention to detail, thoroughness and communication skills;
- Maintain high level of confidentiality;
- Knowledge of community and local resources;
- Friendly and outgoing nature;
- Experience working in an office setting would be an asset;
- Strong knowledge of maintaining records and inputting data for reporting requirements;
- Ability to take direction and to provide direction to medical transportation drivers;
- Experience working with clients of all ages;
- Knowledge of the WRFN community and its culture and traditions would be an asset;
- Ability to work independently or with minimum supervision, while also being a team player; and
- CPR/First Aid certificate or willingness to obtain.

Upon Hire:

- Must submit clear Local Police Vulnerable Sector Screening Report; and
- Will be enrolled in the Community Electronic Medical Record System Software Training.

Interested and qualified candidates should submit a cover letter and resume to the attention of:

CONFIDENTIAL: MEDICAL TRANSPORTATION COORDINATOR

Whitefish River First Nation; 17-A Rainbow Ridge Road; P.O. Box 188; Birch Island; ON P0P1A0

Email: andream@whitefishriver.ca; Fax: (705)285-4532

Applications must be submitted by **July 31st, 2020** by 4:30 p.m. and must include three (3) current work related reference names.

We thank all who apply, however only those applicants selected for an interview will be contacted.