

# MEDICAL TRANSPORTATION COORDINATOR

## EMPLOYMENT OPPORTUNITY



**Term: Full time (35 hours per week)**

Salary Range: \$40,864 – 49,834 / year + Group Benefits and Pension  
(Subject to education and/or experience or a combination of both)

Under the supervision of the Health Manager, the Medical Transportation Coordinator will be responsible for coordinating medical transportation services to its clients/community members who require transportation to medical appointments under the Health Transfer Contribution Agreement. The Medical Transportation Coordinator will also ensure this service is provided to clients/members in a private and confidential manner, while keeping with the terms and conditions of the Program.

### KEY RESPONSIBILITIES:

- Adhere to the FNIHB/NIHB Medical transportation Policy Framework.
- Maintain all transportation information and schedule in the Community Electronic Medical Record System (EMR).
- Prepare and maintain a filing system for all documentation such as letters, reports, forms, travel warrants, Medical Transportation data, etc.
- Schedule appointments for servicing and maintenance of Medical Transportation Vehicles.
- Gather information to answer questions and provide details regarding options, and offer suggestions for cost-effective, appropriate travel arrangements.
- Discuss routes, time schedules, covered rates, and accommodation provisions for community members including those preferring to make own arrangements.
- Ensure communications are forwarded to the Maintenance Supervisor that the Medical Transportation vehicle is operational and regular service/maintenance checks are completed for the safe operation of the vehicles.
- Arrange transportation to and from appointments (i.e. doctors' appointments, hospital care, diagnostic tests) for insured medical services as well as alcohol, solvent, drug abuse and detox treatment, traditional healers, health benefits (i.e. dental, vision and crisis intervention mental health counseling, etc.).

\*For a complete Job Description, please email: [hrmanager@whitefishriver.ca](mailto:hrmanager@whitefishriver.ca)

### QUALIFICATIONS:

- Diploma or Certificate from an accredited College in Health or Business Administration with at least two (2) years work experience in an office setting.  
*\*Grade 12 Graduate with work experience in an office will be considered.*
- Demonstrated proficiency in word processing and electronic data management systems.
- Valid CPR/First Aid certificate or willingness to obtain.
- Knowledge of the WRFN community and its culture and traditions would be an asset.
- Valid Driver's License and access to a reliable vehicle.

### SKILLS:

- Efficient time management skills, including maintaining your own schedule and competing priorities.
- Excellent verbal, written and interpersonal communication skills.
- Demonstrated ability for attention to detail and thoroughness.
- Must maintain a high level of confidentiality.
- Knowledge of community and local resources.
- Strong knowledge of maintaining records and inputting data for reporting requirements.
- Ability to take direction and to provide direction to medical transportation drivers
- Ability to work independently or with minimum supervision, while also being a team player.

### UPON HIRE:

- Must provide an up to date and Police Vulnerable Sector Screening Check.

**Applications must be submitted by: September 15<sup>th</sup>, 2023 at 12:00 p.m.**

Interested applicants must submit a current resume, cover letter, two (2) work related and one (1) character references (with contact information) and applicable education diplomas/certifications to:

### CONFIDENTIAL: MEDICAL TRANSPORTATION COORDINATOR

Whitefish River First Nation

c/o Human Resources

17-A Rainbow Ridge Road, P.O. Box 188; Birch Island, ON P0P1A0

Email: [applications@whitefishriver.ca](mailto:applications@whitefishriver.ca) Fax: (705)285-4532

*Miigwetch to all who apply, however only those applicants selected for an interview will be contacted.*