

JOB OPPORTUNITY



Sagkeeng Anicinabe

Sagkeeng Health Centre – Medical Transportation

Medical Travel Coordinator

Full-Time – 8-month term (with possibility of extension)

Reporting to the Medical Transportation Manager, the Travel Coordinator is responsible for assisting in the daily coordination of transport for Sagkeeng First Nation community members to their medical appointments. Coordination of travel includes fielding calls from clients and arranging pick up and drop off time(s)/location(s) with an appropriate driver.

DUTIES:

- Fielding calls from clients in professional and courteous manner
- Collecting all necessary data from client,
- Entering data into CRW system,
- Arranging pick up and drop off times with an appropriate driver,
- Provide program information to callers,
- Maintain regular contact with all drivers via radio and mobile phones,
- Keep all drivers updated on any changes in their routes/appointments as well as on any relevant information regarding safety issues, weather, unscheduled pickups/drop-offs, etc.,
- Adhere to the FNIHB/NIHB Medical Transportation Policy Framework
- Maintain strict confidentiality at all times,
- Prepare and maintain a filing system for all documentation such as letters, reports, forms, travel warrants, Medical Transportation data, etc.,
- Other duties as assigned by supervisor.

QUALIFICATIONS:

- Minimum Grade 12 and/or equivalent,
- Previous experience in a receptionist / administrative role,
- An acceptable combination of education and experience may also be considered.
- Ability to work under stress and provide prompt and courteous service.
- Knowledge of customer service principles and practices,
- Ability to speak the Ojibway language considered an asset,
- Excellent interpersonal skills and communication,
- Knowledge and experience working with computer software applications – particularly Microsoft Word and Excel – and experience with data input systems,
- Minimum keyboarding speed of 40 WPM,



**Application deadline:
July 6th, 2018**

Interested applicants must submit:

- a cover letter and resume
- Vulnerable Sectors Check

Attention to:

Human Resource Manager
Sagkeeng Government
Box 3, Fort Alexander, MB
R0E 0P0

Resumes can be mailed to the above address, emailed to jobs@sagkeeng.ca, or dropped off at the Sagkeeng Government Band Office

LATE SUBMISSIONS WILL NOT BE ACCEPTED UNDER ANY CIRCUMSTANCES

PLEASE BE ADVISED THAT ONLY THOSE SELECTED FOR AN INTERVIEW WILL BE CONTACTED