

Employment Opportunity

Siksika Health Services is a not-for-profit organization which provides Primary Care and Community Wellness support. The facilities are used by our Proud Siksika Nation Members and our friendly surrounding communities. We are a very enthusiastic, empowering and encouraging team. Our **Mission** is to strive for accountable efficient services delivery and our **Vision** is to proactively provide quality and holistic health care.

Organization:	Siksika Health Services
Title:	Assistant Data Entry Clerk
Location:	Siksika Emergency Services
Reports to:	DIRECTOR OF EMERGENCY SERVICES
Posted Date:	Wednesday, April 5, 2023
Deadline:	Wednesday, April 19, 2023
Annual Salary:	Salary to commensurate with qualifications
Position Status	1 (One) Full Time

POSITION SUMMARY

The Assistant Data Entry Clerk is responsible for assisting with data entry of patient care information on the Alberta Ambulance Information Management System and designated Ambustats Database Program. The Data Entry Clerk is responsible for providing general office support with a variety of clerical activities and related tasks, such as answering incoming calls, directing calls to appropriate staff, mail distribution, requisition of supplies, as well as additional clerical duties.

Responsibilities include, but will not be limited to:

- Provide general office support with a variety of clerical activities and other related tasks.
- Responsible for clerical duties such as data input to the AAIMS and Ambustats database, mail distribution, faxes and other correspondence.
- Maintain the filing system for accounts receivables, issue receipts/invoices, reports, Billed Revenue, and Health Canada correspondence.
- Monitor the use of supplies and equipment.
- Respond to public inquiries.
- Provide statistical data to other related agencies.
- All information is confidential and work under the Health Information act as it applies to privacy of patients and other health care providers.
- Maintains contact with Health Canada and other health care providers and facilities regarding patients.
- Maintains contact with Insurance Companies and other related billing/invoicing inquiries

MINIMUM QUALIFICATIONS:

Education and Experience:

- Minimum of high school diploma and related training or experience dealing with the public.
- Two years related receptionist experience.
- Current CPR/First Aid.
- Excellent computer skills and knowledge of MS Office (word, outlook, power point, excel, etc.)

Knowledge, Skills and Abilities:

- Knowledge of general office procedures.
- Excellent verbal, communication and written skills.
- Ability to operate all office equipment.
- Knowledge of medical terminology.
- Great organizational skills, ability to multitask
- Strong work ethic and ability to problem-solve; responsible and reliable.
- Ability to work as a team member, and independently, when required.

Requirements:

- Valid Class 5 Driver's License and reliable transportation.
- Vulnerable Sectors check requirement.
- Knowledge of First Nations culture and language considered an asset.

FOR ADDITIONAL INFORMATION OR TO APPLY, PLEASE SUBMIT YOUR RESUME, COVER LETTER, EDUCATION DOCUMENTS & CRIMINAL RECORD CHECKS TO:

SIKSIKA HEALTH SERVICES
Human Resources Department
Recruitment@siksikahealth.com
(403)734-5685

All documentation must be received to be granted an interview.

