

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:	MEDICAL TRANSPORTATION CLERK
Location:	SIKSIKA MEDICAL TRANSPORTATION
Reports to:	MEDICAL TRANSPORTATION COORDINATOR
Posted Date:	Friday May 19, 2023
Deadline:	Friday June 2, 2023
Annual Salary:	\$17.00 / hr.
Position Status	FULL TIME

POSITION SUMMARY

Assists in processing referrals for lodging, meals, escort requirement for clients, including discharge and transportation services for clients that have an active Band (status) number, who receive medical treatment not available at the Siksika Health and Wellness Centre.

Responsibilities include, but will not be limited to:

- Schedule patient transportation to the nearest medical center which is the Siksika Health Centre or to the surrounding health facilities for services not available at the Siksika Health and Wellness Centre.
- Prepare trip sheets at the end of each day for the Medical Transportation drivers.
- Issue gas vouchers for clients who choose to travel on their own to specialist appointments in Calgary or other health facilities for services not available at the Siksika Health and Wellness Centre.
- Send referrals to the Edmonton Referral Unit for clients and their escorts who require overnight accommodation, meals and taxi services for early morning appointments.
- Process all cancellations of clients, referrals and discharges and advising all concerned.
- Check with the admitting departments of hospitals, doctor's offices, clinics to confirm admission, discharges and advising the referring agency staff if there is no appointment or admission.
- Assume supervisory responsibilities in the absence of the Coordinator for the Medical Transportation Department.
- Utilizing the NIHB Direct program for monthly statistics in a timely fashion, number of trips, referrals, and list of specialist's appointments, and number of clients to the coordinator.

MINIMUM QUALIFICATIONS:

Education and Experience:

- High School Diploma.
- Class 4 Drivers License or better an asset, current driver's abstract and have own transportation.

Knowledge, Skills and Abilities:

- Knowledge of office routine.
- Must have the ability to take direction, plan and organize one's own work with minimal supervision.
- Must have excellent communication skills with various agencies e.g.: Health Canada, Edmonton Medical Transportation.
- Must be able to work under pressure.
- Ability to maintain effective relationship with co-workers and the public.

Requirements:

- Criminal record and vulnerable sectors check is a requirement.
- Moderate ability to understand and speak the Siksika Nation language an asset.
- Moderate knowledge of the philosophy and issues regarding the delivery of the First Nation health care.

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.

