



*Ulkatcho*

BOX 3430, ANAHIM LAKE, B.C. CANADA V0L 1C0  
PHONE 250-742-3260  
FAX 250-742-3411

## Employment Opportunity Patient Travel Clerk

**Purpose:** To aid the community members of Ulkatcho who require transportation to routine medical appointments and provide reception duties for outside health service providers.

**Accountability:** The individual in this position will work under the direction of UFN Health Director and coordinate with members of the health clinic to identify work assignments, priorities, and scheduling dates.

**Hours:** This position is paid on an hourly basis with wages ranging from \$18-\$21/hour, based upon experience. Working hours are Monday to Friday from 08:30 am to 4:30 pm.

### **Duties/Scope of Work:**

- Secure handling of any documentation required
- Verify eligible medical appointments and schedules
- Communicate with health clinic staff regarding medical appointments
- Preauthorizing and supporting medical travel for patients needing to leave community for medical purposes, including issues Purchase Orders, per (FNHA) travel policy
- Organizing and filing patient information
- Setting up and preparing Medical Van schedule
- Assist with scheduling needs of outside health providers that come to community to provide services
- Prepare activity reports that meet First Nation Health Authority requirements
- Other duties as requested by UFN Health Department

### **Job Requirements**

- Provincial grade 12 education or equivalent
- Criminal Record Check, including vulnerable sector check
- Fluent use of Microsoft Word and Excel, and email
- Good communication and interpersonal skills
- Current First Aid or CPR certification

### **Interview Process:**

- Only shortlisted candidates will be contacted.
- Two step interviews (Interview & written assignment)
- Criminal record check
- Reference Check



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Application Deadline: Open until filled

**How to Apply:**

Please email your resume and cover letter to [hr@ulkatcho.ca](mailto:hr@ulkatcho.ca). Please include “**Patient Travel Clerk Sub**” in the subject line. Or drop off at the reception counter at the band office.