



Ulkatcho

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

Employment Opportunity Patient Travel Clerk Sub

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. Please include “**Patient Travel Clerk Sub**” in the subject line. Or drop off at the reception counter at the band office.