



EMPLOYMENT OPPORTUNITY

Kisipatnahk Health & Wellness Center

Opening Date: August 8, 2022

Closing Date: August 19, 2022 - **EXTENDED**

PROGRAM COORDINATOR – Medical Transportation

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Summary:

The Kisipatnahk Medical Transportation - Program Coordinator will be responsible for designing and implementing a program that will benefit Clients with medical transportation to and from appointments. The Kisipatnahk Medical Transportation Program Coordinator will also be responsible for preparing documents and reporting to respective sources that will enable the program to reach maximum growth.

Responsibilities and Duties:

- You will be responsible for the daily operations for the Kisipatnahk Medical Transportation program.
- You will be responsible for the scheduling of the Kisipatnahk Medical Transportation drivers and preparing purchase orders for clients to attend appointments.
- You will be required to prepare any reporting to Indigenous Service Canada, Chief and Council & Health Director when needed or directed.
- You will be responsible for ensuring that the program is operating efficiently.
- You will be expected to handle any and all office matters that may arise.
- You will supervise all Medical Transportation staff.

Qualification:

- Must be able to meet security clearance requirements for access to Medical Transportation Record System (MTRS) or have access currently.
- Ability to work in professional & courteous manner with all clientele requesting services.
- Managerial experience is a must.
- A class 4 driver's license is an asset.
- Must have own or reliable transportation.
- Knowledge and understanding of Cree Language and culture and asset.
- Must provide a Criminal Records Check & Child Welfare Check.
- Must be able to work proficiently with modern day office equipment.
- Excellent communication, organizational and conflict resolution skills.
- Ability to take & follow directions, minimal supervision.
- Must be punctual & reliable.
- Knowledgeable with land locations/maps in LOUIS BULL TRIBE.
- Maintain strict confidentiality.
- Knowledge of Non-Insured Health Benefits is an asset.
- Must be willing to work evenings & weekends

Submit Resume with all supporting documents to:

Chasity Roasting
Box 130 Hobbema, Alberta T0C 1N0
chasityr@louisbulltribe.ca

Phone: 780-585-4075
Fax: 780-585-4094

We thank all applicants for their interest and advise that only those with all supporting documents will be selected for interviews.

**** All incomplete applications will be screened out ****

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