



Beausoleil First Nation
11 O'gemaa Miikan
Christian Island, ON
L9M 0A9
Phone: 705-247-2051, Fax: 705-247-2239 Email: admin@chimnissing.ca

Posted: June 11, 2019

EMPLOYMENT OPPORTUNITY

Job Title: Relief Medical Transportation Coordinator

Purpose/Role:

The Relief Medical Transportation Coordinator is will be filling in for vacation, sick days or leaves. The Relief Medical Transportation Coordinator is responsible for planning and coordinating transportation services for clients, and other administrative related responsibilities of the Medical Transportation Program. *Preference will be given to persons of aboriginal descent preferred*

Qualifications/Requirements:

- Post-Secondary Diploma in Medical Administration
- Minimum 2-5 years administrative experience in a health services environment
- Annual computer upgrading
- First Aid/CPR
- Immunizations/Flu Shots/TB Skin Testing
- Extreme Confidentiality and maintaining tact, diplomacy and sound judgment
- CPIC/VSS upon offer of employment
- Knowledge of Community

Essential Duties/Responsibilities:

- Coordinate time and cost effective use of the Medical Transportation through receiving and processing requests for services, budget monitoring and problem solving as required.
- Assist on and off reserve Beausoleil First Nation members access to medical transportation directly from First Nations and Inuit Health Branch through the Prior Approval process
- Prepare and submit prior approval for reimbursement.
- Coordinating pickup and delivery of prescriptions, and maintain accurate log of medications received and delivered
- Ensure vacancies for Medical Transportation Drivers are filled in a timely manner and contribute to interview process.
- Prepare activity and financial reports for First Nations and Inuit Health Branch as outlined in the contribution agreement
- Participate in various training activities
- Maintain positive working relationship with Beausoleil Family Health Centre staff and Beausoleil First Nation members.
- Create and maintain a filing system for Medical Transportation program
- Ensure community members are kept abreast of latest developments in the Medical Transportation Program.
- Prepare payroll invoices and Prior Approvals for payment
- Manage BFHC Petty Cash Fund (payouts and reimbursements)
- Liaise with other relevant departments for client prescriptions as needed or requested
- Assist with emergency bookings of Taxi's and Accommodation's as per policy
- Other duties as relating to position and assigned

Salary/wage: \$17.00 Hours of Work: 35 hours

Closing Date: Applications shall be delivered to the front desk of the Beausoleil First Nation Administration Building no later than **June 24, 2019 @ 4:30pm**

Direct Supervisor: Deborah Laramey Health Director **Functional Supervisor:** A. Dan Monague First Nation Administrator

Applications shall be delivered to the front desk at Administration Building. Applications must consist of the following:
Cover letter, current resume, 1 reference letters and CPIC.

Your application package must be clearly marked to the **Attention of Virginia Sandy** jobs@chimnissing.ca
Faxed or e-mailed applications are acceptable; however, applicants selected for an interview must present the original signed letter of application at the interview. Fax # (705) 247-2239

We thank all who apply, however, only those selected for an interview will be contacted.