



Beausoleil First Nation

11 O-Gemaa Miikan
Christian Island, ON
L9M 0A9

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Posted: December 18, 2024

EMPLOYMENT OPPORTUNITY

Beausoleil First Nation is looking to hire a relief Medical Transportation Coordinator within the Beausoleil Family Health Centre. The Medical Transportation Coordinator is responsible for planning and coordinating transportation services for clients, financial records and preparing reports, budget forecasting and other administrative related responsibilities of the Medical Transportation Program.

Job Title: Medical Transportation Coordinator-Relief

Qualifications:

- Post-Secondary Diploma in Medical Administration or 2 years experience in a medical centre
- 2-5 years admin experience in a health services environment
- Extreme Confidentiality and maintaining tact, diplomacy and sound judgment
- Working independently or, as part of a team
- Office Procedures
- Interpersonal communication in working with clients and staff
- Organization and Time Management
- Written and Oral communication
- Computers and other office equipment
- Demonstrated commitment to, and knowledge of health promotion and community development principles

Duties and 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

Hours: 35 hours a week

Salary: \$21.00 per hour

Supervisor: Health Director

Closing Date: Applications shall be received at the Administration Building no later than **January 9, 2025 @4:30 P.M.**

SEND TO: Beausoleil First Nation. Attn: H.R. Manager. Your application package must be clearly marked with your name and the position you are applying for. Faxed or e-mailed applications are acceptable, however, applicants selected for an interview must present the original signed letter of application at the interview. jobs@chimnissing.ca

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