

 **Little Red River Cree Nation**

 *P.O. Box 30, John D’Or Prairie, Alberta T0H 3X0*

 Phone: 780-759-3912 Fax: 780-759-3780

**Employment Opportunity**

**transportation clerk position: High Level, ab**

Little Red River Cree Nation Health Services invites applications for employment as a Transportation Clerk, working under the direction and supervision of the Transportation Supervisor, to provide transportation and referral service in High Level and Fort Vermillion area to Registered status individuals.

**Duties and Responsibilities**

**Provide a client referral, discharge, and transportation service for Inuit and Registered status individuals.**

 **Who require medical treatment by:**

* Checking with Hospital, Doctors Office or Clinic to confirm admission/appointment and advising the appropriate agency if there is no appointment/admission and coordinating appointments to limit the duration of the clients stay.
* Verifying the eligibility of all clients and enter data into the MTRS.
* Ensure accurate and timely reporting of Transportation by inputting required data into the Health Services MTRS Program on a daily basis.
* Arranging accommodations, meals, travel, taxi, and expenses for clients, interpreters, and escorts with consideration of client’s needs.
* Advising hotel clerks of particular needs of the client (e.g. disability, special needs. Etc.)
* Processing cancellation of client referrals and advising all concerned.
* Maintain records by completing and filing records of referrals, discharges, transportation
* Other duties as may be required.

**Qualifications:**

* Minimum grade twelve education and/or a minimum of one-year experience working within an office setting.
* Must have excellent inter-personal skills and ability to work independently or within a team setting.
* Must be proficient with Microsoft Office applications such as Word, Excel, Power-point, etc.
* Should have a valid Alberta Driver’s License.
* Must provide a clear Vulnerable Sector and Intervention Record check.
* Good communication skills - written and verbal
* Respect for confidentiality
* Fluency in both English and Cree
* Attention to detail
* Must have computer skills
* Be able to work independently and as a team worker
* Be punctual, dependable, and flexible
* Be available to work scheduled hours, as well as after hours for on-call on a rotation basis
* Have competent speaking and writing skills
* Must be willing to take MTRS system training

**Deadline: June 6, 2022 at noon MST**

**Please submit cover letter and resume to:**

**Dennis Laboucan/Celine Blesse**

**Health Director/ Transportation Supervisor**

**Denis Laboucan Phone: 780 759-2347 Email:** **dennisl@lrrcn.ab.ca**

**Celine Blesse Phone: 1-780-926-3446 Email: celine.blesse@nptc.ca
*Only applicants meeting the criteria outlined above will be contacted for an interview. We thank all applicants in advance.***