



JOB POSTING

Title: Medical Transportation and Emergency Health Fund Coordinator
Reports to: Health Director or designate
Terms: Permanent Full-Time
Hours: 35 hours per week
Salary: \$30,940 – \$36,400 per annum
Location: Mino Bimaadsawin Health Centre

Summary:

The Medical Transportation and Emergency Health Fund Coordinator will provide medical transportation benefits to access medically required health services to the nearest appropriate facility to the Clients described in this Program Plan in accordance with the NIHB General Program Directive, NIHB Medical Transportation Directive (the 'NIHB Directives'), NIHB Medical Transportation Policy Framework and regional guidelines. This position will also administer the Saugeen First Nation Emergency Health Funds as per the EHF Guidelines.

Duties:

- Answer all incoming calls related to Medical Transportation in a professional manner
- Book medical drivers required, ensuring effective service delivery
- Maintain confidentiality of information in accordance with the Saugeen First Nation Personnel Policy
- To construct and keep up to date records on all inventory purchased
- To keep an accurate daily log of incoming telephone calls and walk in inquiries
- Issue reports in accordance with Saugeen Band Council and funding guidelines
- Develop protocols and procedures with partner agencies to formalize agreements on service delivery and operations of the Medical Transportation program
- Ensure Prior Approvals to Health Canada are approved for all long distance medical trips
- Ensure Medical Transportation vehicle is operational and maintain regular service checks for the safe operation of the vehicle
- Follow Health Canada's Policy and Procedure for Prior Approvals for medical travel
- Arrange scheduled and last minute medical transportation services
- Keep accurate records of Emergency Health Funds allocations
- Update policies for Emergency Health Funds (i.e. travel/meals/accommodation)
- Ensure members receive Emergency Health Funding as per the guidelines
- Assist members with emergency health funding (i.e booking accommodations, arranging for travel, determining meals allowance, completing purchase orders, etc.)
- Other related duties assigned by the Health Director

Qualifications:

- Excellent organization skills
- Exceptional oral and written communication skills required
- Maintain confidentiality
- Knowledge of community resources
- Maintain a friendly, kind, respectful and outgoing nature as well as have great compassion and empathy
- Experience working in an office setting would be an asset
- Strong knowledge of maintaining records and inputting data for reporting requirements
- Ability to take direction and to provide direction to drivers
- Experience working with clients of all ages
- Knowledge of the community and its culture and traditions would be an asset
- Ability to work independently or with minimum supervision, while also being a team player
- CPR/First Aid certificate or willingness to obtain

Applications MUST include:

- Current covering letter
- Current resume including current contact information (phone number and email address if available)
- Three names of references with telephone numbers and/or email addresses (one must be current or most recent employer)

DEADLINE DATE: Friday December 13, 2019 @ 4:00 p.m.
(*No Late Applications Accepted*)

Only qualified applicants will be contacted for an interview
Qualified Saugeen First Nation members will be given priority

Successful candidate will be asked to provide a current Criminal Record Check
including Vulnerable Sector Screening as a condition of employment

Office: Employment and Training Centre (519) 797-1224
By Fax: (519) 797-3458
By E-Mail: employment@saugeen.org
By Mail: Saugeen First Nation Hiring Committee RR#1, Southampton, ON N0H 2L0

If you are interested in this posting, but do not meet the qualifications criteria, consider visiting SEZ to find out how to obtain the education and training required. Your contributions to our community are important to all of us.