



FORT MCKAY FIRST NATION

P.O Box 5360, Fort McMurray AB T9H 3G4

Phone (780) 828-2430 Fax (780) 828-4680

JOB OPPORTUNITY

Medical Transportation Coordinator

General Description:

The **Fort McKay First Nation (FMFN)** is seeking a motivated and multitask-oriented individual who is flexible and works well in a team environment to fill the permanent full-time position of **Medical Transportation Coordinator** reporting directly to the Executive Director, Health, Governance & Administration. Working under the supervision of the Health Director the Medical Transportation Coordinator is responsible for planning, organizing and coordinating medical related trips to various locations outside of Fort McKay. This is a permanent full-time position and is based on seventy-five (75) hours bi-weekly.

Duties:

- Establish and maintain a professional relationship with FNIHB NIHB regarding medical trips including policy and procedure guidelines and requirements
- Complete and manage forms/waivers/warrants etc. required by outside/inside transportation trips
- Check on referrals made to facilities outside contribution agreement areas
- Maintain and coordinate daily appointment books in a highly organized and efficient manner
- Compile and maintain a filing system for all transportation forms, scheduled appointments, referrals, and other information regarding transportation
- Maintain access to and be familiar with the completion of all FNIHB (First Nations and Inuit Health Branch) and NIHB (Non-insured health benefits for First Nations and Inuit) reimbursement forms/procedures
- Prepare and submit reporting forms as required to FNIHB, NIHB and local Health Services Department as requested/required - month end, quarterly and annual reports/statistics as requested
- Coordinate medical trips in cooperation with Doctors, Nurses, CHR other Health Professionals
- Oversee the scheduling and coordination of Medical Drivers including maintaining regular contact
- Contact clients regarding appointments and pick up/drop off times
- Investigate problems and complaints and mitigate as needed. Respond in a way that results in appropriate complaint resolution including writing reports and making recommendations to resolve any current or potential issues
- Collaborate with the Fleet Coordinator in ensuring driver abstract and license is up to date and vehicle maintenance is regularly maintained
- Willing and able to operate medical vehicle when necessary
- Aware of and adhere to all security and operational procedures

Qualifications and Education Requirements

- Grade 12 or equivalent, or completed course in Community Health or Health related field
- Valid Driver's License
- Minimum three years' experience in the community health field

We appreciate the interest of all applicants; only those selected for interviews will be contacted.



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- Education or experience in the administration or management would be an asset
 - Knowledge of Fort McKay First Nations culture, government, language and community dynamics is considered an asset
 - Current Basic Life Support certification and First Aid/CPR

Skills

- Must be professional, punctual, reliable and able to work collaboratively with local health staff and other professionals
- Computer experience with Microsoft Word, Excel and Lotus is an asset
- Proficiency communicating with the public
- Able to perform administrative tasks like filling and answering phones
- Aware of the importance of confidentiality and be willing to sign a confidentiality agreement

Location:

- Successful candidate will be required to live in (or relocate to) Fort McMurray, Alberta
- Monday-Friday work week will be in Fort McKay, Alberta
- This is not a fly-in-fly-out position

Note: Due to travel requirements, a valid driver's license and a clean driver's abstract is required.

Closing Date: July 14, 2017

Please forward Resume and Cover Letter to:

Attn: Human Resources

Fort McKay First Nation

P.O. Box 5360

Fort McMurray, AB T9H 3G4

E-mail: fmfnemployment@fortmckay.com

Fax: (780)828-4680

Please ensure you indicate competition # 023-2017