



BIIGTIGONG NISHNAABEG INTERNAL/EXTERNAL EMPLOYMENT OPPORTUNITY

Job title: Non-Insured Health Benefits Travel Coordinator
Department: Health
Employment status: 1 year contract with possibility of extension
Posting Date: August 23rd, 2022
Closing Date: September 1st, 2022 @ 4:30pm

Job Summary:

The NIHB Travel Coordinator will be responsible for welcoming patients and visitors to the Biigtigong Mno-zhi-yaawgamig in a professional and friendly manner, either in person or by telephone for distant medical appointments. The NIHB travel coordinator coordinates all distant medical transportation travel for Biigtigong Nishnaabeg community members through the Non-Insured Health Services program. They are also responsible for providing clerical support to the Biigtigong Nishnaabeg Health Centre staff as needed.

Preferable skills & Qualifications:

- Ontario Secondary School Graduation Diploma (Grade 12) or equivalent.
- Past clerical experience.
- Clerical experience in the medical/clinical setting and experience working with Non-Insured Health Benefits Medical Transportation program will be given special consideration.
- Computer experience in Microsoft office programs/Microsoft excel.
- Valid driver's license and reliable access to vehicle
- Certification in First Aid & CPR

Duties & Responsibilities:

Accountabilities:

Data Management and Administration

- Documents & scan all travel into the e-EMR on a daily basis
- Files all travel documents utilizing current filing system
- Prepare files for out of office storage once scanned utilizing enviroshred recording system
- Regularly manage, organize, and update relevant data using database applications.
- Creates and submits monthly statistical reports to the supervisor regarding all distant travel processed
- Maintains confidential client information and files.
- Regularly communicate and provide information by a variety of methods, including email, written correspondence, and telephone; both internally and externally.

Adhere to Policies and Guidelines

- Always adhere to stated policies and procedures relating to Biigtigong Nishnaabeg Personnel Policies, Biigtigong Mno-zhi-yaawgamig Policies and Procedures, Non-Insured Health Benefits Medical Transportation Policy Framework & Emergency Response Plan.
- Always adhere to guidelines set out in Biigtigong Mno-zhi-yaawgamig Reception Manual.

Client Referral and Scheduling

- Daily arrange client referral, transportation, accommodation & meals for community members traveling off reserve for care as per Non-Insured Health Benefits Medical Transportation Policy Framework.

Office Management

- On an ongoing basis, trains, mentors and provides guidance and direction to casual Community Health Clerks to improve quality performance in this position.
- Regularly participate in meetings, training, and team project activities.
- Yearly completes and signs off on completion of the Non-Insured Health Benefits Privacy Code & Privacy Training

Perform other duties as required

How to apply:

Please forward a cover letter, resume that clearly demonstrates how you meet the qualifications and three professional references by email to

recruitment@picriver.com

-or-

**Joni Michano – Human Resources / Payroll Coordinator
Biigtigong Nishnaabeg, P.O. Box 93, Heron Bay, Ontario POT 1R0**

It is the responsibility of the applicant to clearly demonstrate how they meet the qualifications for the posted job, incomplete applications WILL NOT be considered & WILL automatically be screened out.

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