



# BIIGTIGONG NISHNAABEG INTERNAL EMPLOYMENT OPPORTUNITY

<b>Job title:</b>	Community Health Clerk
<b>Department:</b>	Health
<b>Employment status:</b>	1 Year Contract with possibility of extension
<b>Posting Date:</b>	September 27, 2022
<b>Closing Date:</b>	October 3, 2022 @ 4:30pm

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## Job Summary:

The Community Health Clerk 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. The Community Health Clerk will coordinate all local medical transportation appointments, and scheduling of clinic appointments. The Community Health Clerk will also be responsible for compiling statistics and monthly reports as well as providing clerical support to the Biigtigong Nishnaabeg Health Centre staff.

## Preferable skills & Qualifications:

A successful candidate must possess the following:

- Ontario Secondary School Graduation Diploma (Grade 12).
- 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

## Summary of Duties & Responsibilities:

### *Data Management and Administration*

- Regularly create various documents and reports using word processing software.
- Regularly manage, organize, and update relevant data using database applications.
- Creates and submits monthly statistical reports to the supervisor regarding all workload occurrences in the office using database applications (ex. # of community members seen by Dr. each month, # of community members seen by Traditional Healer each month)
- 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 schedules local medical transportation appointments for clients and effectively communicates appointments to Medical Transportation Driver.
- Schedules Ontario Telemedicine appointments for Mental Health & Addictions and maintains telemedicine equipment.
- Maintain and monitor client appointments and organize a schedule for physician clinics.

### *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.
- Monthly manage, maintain and order office supplies/equipment inventory or as necessary to keep in working order
- 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 and three professional references by email to [recruitment@picriver.com](mailto:recruitment@picriver.com)

-or-

Joni Michano – Human Resources / Payroll Coordinator at the address below

**Incomplete applications WILL NOT be considered & WILL automatically be screened out.**

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**OJIBWAYS OF THE PIC RIVER FIRST NATION – BIIGTIGONG NISHNAABEG**