



Keewatin Tribal Council

Employment Opportunity Term Ending March 31, 2024 Casual Referral Clerks

Under the general supervision of the Referral Supervisor, the clerk provides patient services for patients in transit by; local transportation, repatriation of patients upon medical clearance; arranging accommodation/boarding, any other special services required while in transit; maintain patient medical records; provide information regarding Non-Insured Health Benefits; maintain medical confidentiality at all time and perform other duties.

Qualifications:

- The incumbent should have completion of Grade 12 or equivalent.
- Must have knowledge and at least 3 years' experience of medical terminology.
- Must have customer service skills
- Previous knowledge of the MTRS National Program
- Must have current CPR and First Aid Certification.
- Should have good communications and organizational skills.
- Should have a thorough knowledge of transportation systems within the Province of Manitoba.
- Should have a thorough knowledge of health care facilities within the Province of Manitoba.
- Should be aware of Indigenous culture, lifestyles and spiritual beliefs.
- Ability to speak Cree or Dene an asset.
- Knowledge and proven proficiency in computers and various software programs (i.e. Database, Word processing, etc.)
- work well under pressure – fast pace environment; problem solver
- Candidate must submit a Criminal Record Check or Fingerprint Check and also a Child/Adult abuse registry check; within one month of employment

Working shifts for this position are: Weekends & Holidays; Friday, Saturday, Sunday and Holidays;
1500 – 2300HRS (3:00 PM to 11:00 PM) Fridays only; 0700hrs -1500hrs (7:00 AM to 3:00 PM)
OR; 0900hrs – 1700hrs (9:00 AM to 5:00 PM)

All interested applicants must hand in a detailed resume, including at least two references, one being your latest immediate supervisor should be submitted to:

Lisa Beardy, Office Manager
Keewatin Tribal Council Inc.
23 Nickel Road
Thompson, Manitoba
R8N 0L6
Fax No.: 204-677-0258

Email address: Lbeardy@ktc.ca or dmcivor@ktc.ca

Applications will be accepted until DECEMBER 22, 2023. We would like to thank those that apply for these positions, but only those being considered for an interview will be contacted. For further information or a full job description, contact Dion McIvor, Medical Transportation & Referral Supervisor.