



Keewatin Tribal Council

Job Vacancy Thompson, MB Referral Clerk - Full Time Day Monday to Friday 07:00-15:00

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 of medical terminology.
- 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 native 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
- Candidate must submit a Criminal Record Check or Fingerprint Check and also a Child/Adult abuse registry check;

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 4:00 p.m. Friday, December 22, 2023. We would like to thank those that apply for the position, but only those being considered for an interview will be contacted. For further information or a full job description, contact Dion McIvor, Referral Supervisor.