



**Keewatin
Tribal Council**

**EMPLOYMENT OPPORTUNITY
AFTER HOURS SUPERVISOR
Thompson, MB
MONDAY – FRIDAY 3:00PM -11:00PM**

Under the general direction of Keewatin Tribal Council (KTC) Medical Transportation Coordinator and Director of Health, the Afterhours Supervisor directs and supervises the activities of the After-Hours unit by implementing regulations, policies and guidelines to ensure staff provides client centered service and maintain liaison between the providers of transportation and accommodations and First Nation and Inuit Health.

Activities:

- Supervise and coordinate daily activities of the Afterhours staff;
- Coordinates and recruits according to policy as required;
- Ensures Afterhours is adequately staffed at all times;
- Ensure adequate, proper and most economical means of transportation is being utilized;
- Resolve client and or service conflicts; collects and tracks information;(work order incident report;
- Available to staff on call basis;

Qualifications:

- Completion of secondary school or recognized post-secondary training in Business Skills that includes communication and written skills and or combination of experience in the related field.
- Experience and Knowledge of the fundamentals of supervision and conflict resolution skills.
- Knowledge and proven proficiency in computers and various software i.e. Word processing, email, client records software.
- Requires a thorough knowledge of the medical facilities in the province of Manitoba
- Requires a thorough knowledge of transportation systems within the province of Manitoba
- Resolving issues concerns referred by service providers, clients/escorts, staff.
- Ability to speak Cree or Dene an asset.
- Ability to work well as a team member.
- A valid Driver's license would be an asset.
- Clear Criminal Record Check and Vulnerable Sector Checks; Child Abuse Registry Check
- Medical Terminology an asset.

A updated and detailed resume and cover letter should be submitted to:

**Lisa Beardy - Office Manager
Keewatin Tribal Council Inc.
23 Nickel Road
Thompson, Manitoba
R8N 0Y4**

LBeardy@ktc.ca

Applications will be accepted until POSITION IS FILLED. We would like to thank those that apply for the position, but only those being considered for an interview will be contacted