



**Ka:'yu:'k't'h'/Che:k'tles7et'h' First Nations**

## **Term Employment – July & August 2024**

### ***Patient Travel Clerk (PTC)***

The Ka:'yu:'k't'h'/Che:k'tles7et'h' First Nations (KCFNs) are seeking a detail-orientated, hands-on, professional to fill the role of Patient Travel Clerk (PTC) in the Houpsitas medical clinic. **This is a term position running from July to the end of August 2024.**

*Even if the candidate does not have the required skills and experience, we are willing to train and develop him or her in the role. Our ideal candidate is motivated, exhibits a “can-do attitude,” and has a passion for supporting a healthy community.*

***We are especially interested in receiving applications from KCFN community members!***

#### **What you'll do:**

- Answer phones & e-mails at the Clinic
- Organize accommodation & travel for community members
- Advocate for community members with First Nations Health Authority for extenuating circumstances
- Maintain files & provide reports supporting patient travel/accommodation
- Process monthly GL reports
- Understand and apply KCFN/First Nations Health Authority patient travel policies
- May collaborate with other healthcare professionals
- Use computer-based systems/software to efficiently execute duties/responsibilities
- Work closely with KCFN Finance Dept to ensure smooth transactions/communications
- Maintain strict client confidentiality at all times
- Attend and participate in team meetings or interdepartmental meetings – *if requested*
- May sit on the Occupational Health & Safety Committee
- Other duties as assigned by management

**Our ideal candidate:**

- Post-secondary education in medical service office management – *not required, but a strong asset*
- Experience working in a medical office environment/office admin – *strong asset*
- Grade 12 graduation – *preferred*
- Excellent written & verbal communications
- Strong computer, organizational & conflict resolution skills
- Proficiency with Office 365, Google, Adobe
- Experience working with federal and provincial government agencies
- Experience working under or with various statutes/laws/regulations
- Experience working with First Nations & an understanding of Nuu-chah-nulth cultural practices/protocols/language
- Experience working in remote locations
- Ability to work flexible hours – *if needed*
- A valid driver's license & an acceptable DL Abstract
- Valid Occupational First Aid Certificate – *asset*
- Acceptable vulnerable Police Information Check (formerly known as a RCMP criminal record check)

**\*\* This competition is open to applicants who are legally entitled to work in Canada\*\***

**CLOSING DATE & TIME:** Open until filled

**START DATE:** ASAP

**STATUS:** Term Employment (July & August 2024), Full-Time

**DATE POSTED:** July 5, 2024

**COMPENSATION:** TBD

**TO APPLY:** E-mail cover letter & resume to *Toni M. Hansen, HR Assistant*, at [tonimh@kcfirstnations.com](mailto:tonimh@kcfirstnations.com) citing “PTC” in the subject heading of your e-mail or hand-deliver to Toni M. at the Houspitas Administration Office.

***In accordance with the provisions of the KCFN Gov't Personnel Act, the Canadian Human Rights Act and/or the Employment Equity Act, preference may be given to Indigenous applicants.***

***We thank all those who apply, however only those shortlisted will be contacted for interviews.***