

**WE'RE HIRING!
JOIN OUR TEAM**

Medical Transportation Clerk

**Employment Type:
Permanent Full-time**

Competition Type: Open

**Location:
La Ronge, SK.**

Posted: July 17th, 2023

**Deadline for Applications:
July 31st, 2023**

HOW TO APPLY:

Apply Online at: <https://llrib.com/llrib-jobs/>

Or submit cover letter and resume by email to: HR@LLRIBHS.CA

For more information:
Contact HR at 306-425-9110

EMPLOYMENT OPPORTUNITY Lac La Ronge Indian Band Health Services



We are looking for a responsible, efficient and organized person to help with day-to-day reception, clerical support & medical transportation for in-town & out-of-town travel arrangements to assist our clients of LLRIB. The successful candidate will be responsible for Informing and educating Band Membership of the First Nations and Inuit Health (FNIH) roles and responsibilities of patient transportation assistance, along with informing the clients of their responsibilities when they require assistance for medical travel. If you feel like this would be a good fit for you, we encourage you to apply!

About the facility: The Medical Transportation program is located at the Jeannie Bird Clinic in the community of La Ronge. This position will provide assistance to LLRIB community members.

About the position: The Medical Transportation Clerk provides general office functions such as taking incoming calls, typing, maintaining filing system, coordinating appointments for clients & distributing incoming mail or supplies. They also prepare forms such as certificates, medical attendance and transportation warrants.

What you'll love about us:

- We provide cash incentives to help employees achieve financial stability now and for the future.
- We provide non-cash incentives to provide employees time to enjoy life, achieve professional growth, and to ensure health and wellness.
- We offer practices, policies, and programs that support employees achieve balance at work and at home.
- We offer and provide resources that set expectations, support, and recognize employees.
- We offer and encourage learning opportunities for employees to learn new skills and progress in their Career.
- We offer a comprehensive salary and benefits package such as Recognitions, Northern Allowance, Housing Subsidy, Extended Health Care and Pension.

Qualifications: Suitable candidates will have a minimum Certificate in Administration or combination of education and experience may be considered; previous administration experience is an asset; Proficiency in software applications (MS Word/Excel); Experience working with First Nations communities and Ability to speak/understand Cree is an asset; Candidates must have a valid driver's license.

A current and satisfactory Criminal Record Check, Vulnerable Sector Screening and Driver's Abstract is required upon hire. Since this position is engaged primarily in serving the interests of Aboriginal people, Lac La Ronge Indian Band shall give preference to Aboriginal people who possess the requisite skill sets and experience.