



Lax Kw'alaams Band

206 Shashaak Street,
Port Simpson, B.C. VOV 1H0
PH: 250-625-3293 F: 250-625-3246

JOB OPPORTUNITY

Patient Travel Clerk

Date Classified: July 12, 2021

Business Unit: Health Centre

Location: Lax Kw'alaams, BC

Reporting to: Health Director

The Lax Kw'alaams Band has an immediate opening for a Casual and On-Call Patient Travel Clerk. The successful candidate will be responsible for arranging out-of-town transportation for medical appointments along with other related tasks.

Duties and Responsibilities will include but not be limited to:

- Assist community members with accommodation for stay during medical travels;
- Advocate for community members with First Nations Health Authority for extenuating circumstances;
- Maintain files and provide reports as deemed necessary for travel purposes;
- Order cheque requisitions from the financial department;
- Process bill payments/invoices and file monthly reports with First Nations Health Authority;
- Must be knowledgeable with First Nations Health Authority patient travel policy or prepared to take the necessary course to become knowledgeable and on the job training can be provided;
- Collaborate with other health professionals in a professional manner;
- Knowledgeable with computer systems and can navigate these systems easily;
- Follow the direction of the Health Director when needed for some extenuating circumstances;
- Maintain client confidentiality, must be responsible and ethical;
- Attend and participate in team meetings;
- Perform all other tasks within the scope of the position and as assigned.

Education, Experience and Knowledge:

- Completed Grade 12;
- Excellent Computer Office Skills;
- Pleasant telephone manner;
- Must be able to work independently and as part of a team;
- On-call as needed;
- Good standing in the community with knowledge of community members;
- First Aide and CPR preferred or willing to take;
- A valid driver's license;
- Good organizational skills, verbal and written communication skills, conflict resolution, time management, interpersonal skills; confidentiality, professional conduct, sound judgement, respectful, diplomacy, empathy, sympathy and integrity;
- Ability to demonstrate a commitment to embodying a personal addiction-free lifestyle;
- The successful candidate will be asked to provide a current Criminal Record Check, including a Vulnerable Sector Screening as a condition of employment.

Compensation & Benefits

- Wages will be \$25.01 hourly.
- This is a Bargaining Unit position and is open to male and female applicants.

Submission Deadline:

- July 23, 2021.
- Pursuant to Section 41 of the BC Human Rights Code, preference may be given to applicants of Aboriginal Ancestry.
- We invite all interested parties to reply in the strictest confidence to the Human Resources Department at hr@laxband.com.