



Nisga'a Valley Health Authority

4920 Tait Avenue

PO Box 234

New Aiyansh, BC

V0J 1A0

Phone: (250) 633-5000

Toll Free: 1-888-233-2212

Fax: (250) 633-2512

Employment Opportunity: Patient Travel Clerk
External Posting

Date Posted: November 28, 2012

Date closed: open until filled

Job Summary: Provides clerical and receptionist tasks for the successful administration of the patient transportation program with NVHA in accordance with the HEU Collective Agreement. The position reports to the NIHB Adjudicator. Performs a variety of clerical duties such as scheduling appointments, receiving visitors, telephone answering, typing and independently telephoning medical test results

Duties:

- Arranges transportation for patients/clients requiring authorized medical treatment outside the jurisdiction of the Nisga'a Valley Health Authority (NVHA).
- Receives and assists in the completion of patient transportation assistance forms for authorized medical treatment not available in their own communities in BC.
- Receives patients during Physician and specialist clinics
- Maintains reliable record of patient transportation services.
- Provides explanation for all related NVHA Board policies to patients as required.
- Carries out basic reception duties as required.
- Provides month-end reports and annual reports to the NIHB Manager.
- Responsible for organizing work and meeting deadlines.
- Performs other related duties as assigned.

Qualifications:

- Grade twelve completion, certificate/diploma in appropriate program, and one year relevant work experience in a related field or a combination of education and experience.
- Graduate from a recognized Medical Office Assistant training program
- Ability to type 50 wpm, and proficiency in data entry tasks.
- Effective communication skills.
- Computer skills (Microsoft Word, Excel, Outlook, and other as may be required) relevant to the position, and ability to operate office equipment.
- Physical ability to maintain position.
- Proven ability to work independently, and to work respectfully and cooperatively with other people and agencies.
- Fluency in the Nisga'a Language and Culture preferred.
- Current Criminal Records Check.
- Valid BC Driver's License.

To apply, forward cover letter, resume', copy of certification, copy of valid driver's license, and two (2) references to Maggie Patsey, Human Resources Manager, Nisga'a Valley Health Authority. *The NVHA thanks all applicants for their interest, however, only those selected for an interview will be contacted.*

Maggie Patsey

Human Resources Manager, NVHA

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