

Employment Opportunity Medical Clerk - T'it'q'et required immediately

(short-term to 01 December 2017 with possible extension)

Education / Training / Certification

- Grade 12 graduate with related post secondary courses/training (Bookkeeping, Office Administration, Social Services)
- Prefer related post secondary diploma or certificate in Office Administration
- Formal Computer Training
- Prefer formal training related to Health Services

Experience

- Experience in Medical Travel an asset.
- Prefer two to three (2-3) years experience in providing administrative support to the Community Health Programs within a First Nations organization. Minimum of one (1) year related experience

Other Qualifications, Skills and Knowledge

- Excellent interpersonal and people management skills
- Ability to organize, prioritize, and manage workload
- Good integrity and professionalism
- Strong team player with excellent teambuilding skills
- Lifestyle consistent with the importance and responsibilities of the position
- Demonstrated knowledge of related FNHA Medical Travel Policy
- Exceptionally strong planning, and organizational skills
- Exceptionally strong analytical decision-making skills, oral and written communication skills, including good interviewing skills
- Ability to consistently demonstrate tact, discretion and sound judgment
- Proficiency in the use of computers, standard office programs, and internet applications
- Strong cultural sensitivity and understanding
- Demonstrated commitment to fiscal management
- Strong cultural sensitivity and understanding
- Ability to work independently and with minimal supervision
- Ability to satisfactorily pass both: Drivers Abstract and Vulnerable Sector Criminal Records Check
- Drivers License with own reliable vehicle

Please forward resume, cover letter, with availability to RECEPTION@TITQET.ORG with the subject line: "Health Clerk Applicant" OR hand deliver in a sealed envelope to #59 Retasket Street, labeled with "Health Clerk Applicant". A full job description can be requested by email or at T'it'q'et Reception. No phone calls please.

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