



Employment Opportunity

MEDICAL TRANSPORTATION OFFICER/PATIENT TRANSPORTATION CLERK

CASUAL/ON-CALL POSITION

GENERAL DESCRIPTION:

The Medical Transportation Officer (Med Van Driver)/Patient Transportation Clerk is a casual/on-call position and reports to the Health and Recreation Manager. The purpose of the Medical Transportation Officer is to provide residents of Couchiching First Nation with assistance in accessing medical/dental appointments within the Fort Frances health services area. The purpose of the Patient Transportation Clerk is to assist Couchiching First Nation members with organization of off-reserve medical appointments.

PREFERRED QUALIFICATIONS:

1. Community College Diploma or High School Diploma with 2 years direct related experience;
2. Ability to take direction and work within polices, procedures and guidelines as established by Couchiching First Nation;
3. Ability to establish and maintain purposeful relationships with staff, management, children and their families;
4. Excellent interpersonal skills and enjoy being with children and families;
5. Excellent oral and written communication skills;
6. Familiarized in the usage of computers of Microsoft Office Software
7. Must be able to work as a team member
8. Possess or willingness to obtain an Adult/Child/Infant/ CPR certificate
9. Must possess a valid class "G" Ontario Driver's License-Class "F" preferred:
10. The successful candidate will be required to provide an enhanced criminal reference check and driver's abstract.

APPLICATION INSTRUCTIONS:

Applications will be accepted until 4:30 p.m. February 20, 2019. Applications should include resume, cover letter and three (3) employment related references (one of which must be from a current or recent supervisor) with permission to contact these references.

SUBMIT APPLICATION TO: Amanda French
Executive Assistant/Human Resources
Couchiching First Nation
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Fort Frances, Ontario P9A 3M3
Email: execassist@vianet.ca **Fax:** (807) 274-6458