



## CASUAL CAREER OPPORTUNITY

### Northern Patient Transportation Program (NPTP) Clerk

LOCATION: Flin Flon, MB

FACILITY: Flin Flon General Hospital

#### SUMMARY

The NPTP Clerk performs all functions related to elective and emergency travel warrants for patients and/or escorts for the area, in compliance with the NPTP Program Policy also ensuring at the same time that accurate financial/statistical information is being processed, within the guideline of the policy. Provides ongoing updates to the outlying communities to ensure that policies and guidelines are adhered to.

#### QUALIFICATIONS

- Grade 12 or equivalent
- Post-secondary education in business and/or office procedure (other combinations of education & experience may be considered)
- Medical Terminology Course is an asset
- Demonstrated proficiency with window based programs (Microsoft Word, Excel, Outlook and Access)
- Two (2) years or more office related experience is an asset
- Experience in health care field is an asset

<b>JOB POSTING NUMBER</b>	FF-2018-00029
<b>DEPARTMENT</b>	Northern Patient Transportation Program
<b>JOB STATUS/FTE</b>	Casual
<b>TERM (if applicable)</b>	NA
<b>WAGE RANGE</b>	To Be Discussed
<b>UNION AFFILIATION</b>	OOS

#### **FULL JOB DESCRIPTION AVAILABLE ON REQUEST**

*Aboriginal applicants are encouraged to self-declare when submitting applications & resumes.*

*We thank all candidates for applying. Only those selected for interview will be contacted.*

**For more information, please contact:**

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**CLOSING DATE: Until Filled**