



CASUAL CAREER OPPORTUNITY

Northern Patient Transportation Program (NPTP) Clerk

LOCATION: The Pas, MB

FACILITY: The Pas Health Complex

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

JOB POSTING NUMBER	TP-2019-00004
DEPARTMENT	Northern Patient Transportation Program
JOB STATUS/FTE	Casual
TERM (if applicable)	NA
HOURLY WAGE RANGE	To Be Discussed
UNION AFFILIATION	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:

Holly Rousson, RPR, Recruitment Officer

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CLOSING DATE: Until Filled