



# Medical Transportation Clerk

**Location:** Paqtnkek First Nation

**Position Type:** Part Time

**About Us:** Paqtnkek First Nation is dedicated to improving the health and well-being of our community members. We are seeking a motivated and organized individual to join our team as a Medical Transportation Clerk.

**Position Overview:** As a Medical Transportation Clerk, you will play a vital role in coordinating medical appointments and managing transportation services for our community members. This position requires strong communication skills, attention to detail, and a commitment to supporting the health needs of our community.

## Responsibilities:

- Schedule and coordinate medical appointments for community members.
- Arrange transportation services and communicate details with drivers.
- Maintain accurate records of appointments and transportation logs.
- Assist community members with inquiries related to medical transportation.
- Collaborate with healthcare providers and other stakeholders as needed.
- Ensure compliance with relevant policies and procedures.
- Complete and submit monthly activity and financial reports.

## Benefits:

- Competitive hourly wage.
- Flexible work hours.
- Opportunity to make a positive impact in the community.





## Qualifications:

- High school diploma or equivalent; additional education or training in health services is a plus.
- Previous experience in a clerical or administrative role preferred.
- Strong organizational and multitasking skills.
- Excellent verbal and written communication abilities.
- Proficient in Microsoft Office Suite and basic data entry.
- Ability to work independently and as part of a team.

## How to Apply:

Interested candidates are invited to submit their resume and a cover letter outlining their qualifications and interest in the position to HR Director David Kearns at [david.kearns@paqtnkek.ca](mailto:david.kearns@paqtnkek.ca)

Paqtnkek First Nation is an equal opportunity employer. We encourage applications from all qualified individuals, including those from Indigenous backgrounds. Join us in making a difference in the lives of our community members!

