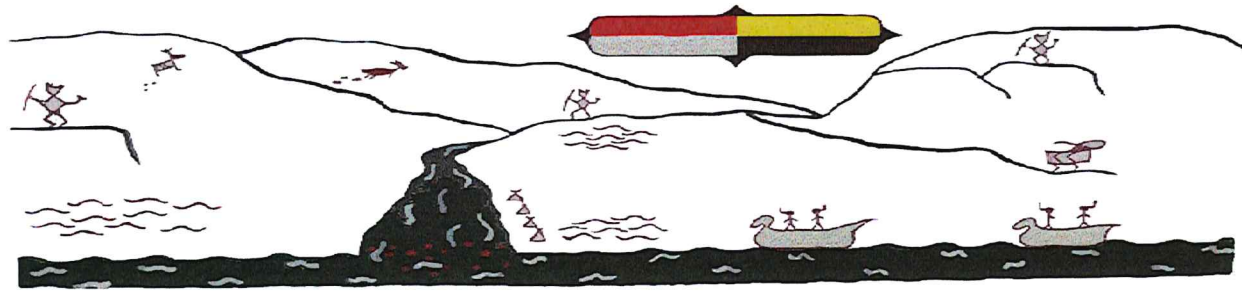


# Kanaka Bar Indian Band



**Job Title: Health Administration Assistant/Patient Travel Clerk**

**Full-time Monday-Friday 8:00am-4:00pm**

**Pay: Negotiable depending on experience**

## **Job Purpose**

The primary objective of the Health Administration Assistant/Patient Travel Clerk is to arrange for patient travel and provide clerical and administrative support to the KBIB Health department. Responsibilities are carried out in a culturally and linguistically appropriate manner which is based in, and reflects, the values and beliefs of the Kanaka Bar Indian Band.

## **Duties and Responsibilities included will be but not limited to:**

- Create a warm welcoming environment by greeting guests
- Answer multi-line telephone, greet callers, and assist with any inquiries
- Review incoming/outgoing electronic communication in a timely manner
- Assist community members with accommodation for stay during medical travel
- Advocate for community members with First Nations Health Authority for extenuating circumstances
- Maintain files and provide reports deemed necessary for travel purposes
- Process invoices and file monthly reports with First Nations Health Authority
- Must be knowledgeable with First Nations Health Authority patient travel policy or prepared to take the necessary course to become knowledgeable and on the job training can be provided
- Collaborate with other health professionals in a professional manner
- Knowledgeable with computer systems and can navigate these systems easily
- Follow the direction of the Health Director when needed for some extenuating circumstances
- Maintain client confidentiality, must be responsible and ethical
- Attend and participate in team meetings
- Ensure the office equipment is in running order, place service calls when required
- Maintain the office area, and ensure it is clean, safe, and professional always looking
- Provide support for teams when necessary
- Perform other related duties as requested.

## **Education/Training and Experience**

- High School graduation or equivalent with a year of office experience Or
- Certificate or Diploma in Office Administration or Secretarial Program with no previous experience

Applications can be submitted to [healthdirector@kanakabarband.ca](mailto:healthdirector@kanakabarband.ca)

2693 Siwash Rd., PO Box 610, Lytton, BC, V0K 1Z0 Phone: 250 455 2200 Fax 250 455 2201  
Health Department Phone : 250 455 0284 Fax 250 455 2357