



Medical Transportation Coordinator 045-23-1
Community Health & Wellness, Health Services
Contract

Applications will be received by Six Nations of the Grand River and Grand River Employment & Training (GREAT) up until 4:00 p.m. EST, Wednesday, **March 22, 2023**, for the Medical Transportation Coordinator with (Sub-department- Department) Department. The Six Nations of the Grand River Application for Employment Form, Job Posting and Job Description are available for printing from the www.greatsn.com website. Online applications accepted through <https://www.vscyperhosting.com/sixnations/>. **NO LATE APPLICATIONS ACCEPTED. Applicants from Six Nations and other First Nations will be given preference to deliver programs and services in a First Nations community.**

JOB SUMMARY: The Medical Transportation Coordinator reports to and works under the direction and supervision of the Program Supervisor. The Medical Transportation Coordinator works to plan, promote, and coordinate the delivery of a quality service to clients of the Six Nations Community who require transportation to eligible medical appointments. The Medical Transportation Coordinator works within the policies and procedures established by Six Nations of the Grand River.

Type	Contract
Closing Date	March 22, 2023
Term	Temporary
Hours of Work	Up to 12 months
Wage	\$28.50 per hour

BASIC QUALIFICATIONS:

- College Certificate / Diploma in Office/Business Administration program or accredited equivalent with two years of experience
- Demonstrated 2 year supervision experience and conflict resolution skills
- Strong financial background including preparation of budgets, accounts payable, reports, tracking of expenditures, and knowledge of a general ledger.

SUBMISSION PROCEDURE: (Choose one method ONLY):

Method #1: Online

1. Please visit: <https://www.vscyperhosting.com/sixnations/> to access our job board and follow the directions to apply.
2. Please ensure all required documents are provided/uploaded with your application package, which include:
 - a. Cover letter including your band name and number (if applicable). Please indicate in your letter how your education and experience qualifies you for this position.
 - b. Recent resume clearly identifying that you meet the Basic Qualifications of this position as stipulated above.

Six Nations Elected Council is an equal opportunity employer and will seek to accommodate the needs of individuals with disabilities in a manner that most respects their dignity. All candidates are encouraged to apply. Applicants from Six Nations and other First Nations will be given preference to deliver programs and services in a First Nations community. Based on the need to provide qualified professional services, only those applicants meeting the minimum requirements will be invited for an interview.

- c. Copy of your education diploma/degree/certificate and transcript.
3. If you have any questions or need assistance please reach out to Melissa Stefureak, Staffing Officer at 519-445-2223 ext 5727 or via email at recruitment@sixnations.ca.

Method #2: GREAT – Applications must include all of the following:

1. Printed, filled in and authorized Six Nations of the Grand River Application for Employment Form.
2. Cover letter including your band name and number (if applicable). Please indicate in your letter how your education and experience qualifies you for this position.
3. Recent resume clearly identifying that you meet the Basic Qualifications of this position as stipulated above.
4. Photocopy of your education diploma/degree/certificate and transcript.
5. Place all documents listed above in a sealed envelope and mail to or drop off at:

Medical Transportation Coordinator – Contractor – 045-23-1
c/o Reception Desk
Grand River Employment & Training (GREAT)
P.O. Box 69, 16 Sunrise Court
Ohsweken, Ontario N0A 1M0

POSITION DESCRIPTION – HEALTH SERVICES

POSITION TITLE: **Medical Transportation Coordinator**

REPORTING RELATIONSHIP:

Reports to and works under the direction and supervision of the Community Health & Wellness Program Supervisor.

PURPOSE & SCOPE OF THE POSITION:

To plan, promote, and coordinate the delivery of a quality service to clients of the Six Nations Community who require transportation to eligible medical appointments.

KEY DUTIES & RESPONSIBILITIES:

1. Technical Functions:

- Adheres to policy framework and program functions and is familiar with and adheres to the Ontario Region Non-Insured Health Benefits Directives on Medical Transportation.
- Provides guidelines and qualifications for the drivers with respect to the independent contracts and ensures they are maintained with the assistance of the Medical Transportation Clerks.
- Coordinates an effective and efficient medical transportation program for the Six Nations and acts as Public Relations Officer for the program.
- Co-ordinates all areas of administration pertaining to the effective and efficient administration and operation of the Medical Transportation Program.
- Closely monitors the program and service provided ensuring client eligibility for services and the safety of the Independent Contract drivers.
- Assists the Medical Transportation Clerk in obtaining Prior Approvals from FNIH for all medical appointments.

2. Communications Functions:

- Communication with First Nations Inuit Health Branch – Non-Insured Health Benefits Program on the overall operation of the Medical Transportation Program.
- Receives and reviews inquiries and consumer complaints and submits to the Director of Health and Six Nations Elected Council on a monthly basis.
- Meets quarterly with the drivers to provide updates and address any concerns.
- Attends monthly staff meetings with Health Services.
- Attends monthly finance meetings with Director of Health, Director of Finance and Financial Control Officer.
- Compiles and submits work plans, period and annual reports to Health Services and First Nations Inuit Health Branch as scheduled.

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3. **Administrative Functions:**

- Responsible for the supervision of the Medical Transportation Clerks.
- Prepares all budgets, financial statements, and reports in support of the delivery of the Medical Transportation Program under the direction of the Director of Health Services.
- Compiles, creates and submits bi-weekly accounts payables for vendors and drivers.
- Compiles prior approval amounts to be reimbursed by FNIH and submits to Finance to be invoiced.
- Identifies trends or problems and suggests solutions to facilitate resolutions to the Director of Health Services and staff.
- Procedures for the Transportation Program to be maintained and updated as needed.
- Supports Medical Transportation Clerk position role when needed – scheduling drivers, answering phones etc.

4. **Other Functions:**

- Performs other job related duties as may reasonably be required by the Director of Health Services.
- Provides support to the Six Nations Emergency Measures Plan by ensuring awareness of the Emergency Measures Plan and assistance as instructed by the Director of Health Services.
- It is the responsibility of the employee to be aware of and adhere to all policies and procedures, including those that relate to client safety, staff safety and risk management.

WORKING CONDITIONS:

- Working has a high profile, extensive public contact and is subject to deadlines and interruptions. Work environment is at times, fast paced. Work may at times be subject to unscheduled hours.

WORKING RELATIONSHIPS:

With the Program Supervisor

Receives periodic direction and supervision to ensure that the Medical Transportation program is operating efficiently and effectively.

Familiar with Six Nations Elected Council policy and procedures.

With External Agencies

Represents and promotes Six Nations interests relative to health services; maintains awareness of legislative policy and program changes; seeks to develop close working relationships.

With the Public

Represents and promotes Six Nations Health Services and the NIHB Medical Transportation Program in a courteous, cooperative and professional manner; provides information as required.

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KNOWLEDGE AND SKILLS:

Minimum Requirements:

- College Certificate / Diploma in Office/Business Administration program or accredited equivalent with two years of experience
- Demonstrated 2 year supervision experience and conflict resolution skills
- Strong financial background including preparation of budgets, accounts payable, reports, tracking of expenditures, and knowledge of a general ledger.

Other Related Skills:

- Proficient computer skills in Microsoft Office including Outlook, Word, and Excel.
- Excellent oral and written communication skills.
- Good time management and organizational skills.
- Understands the importance of confidentiality and the ability to work with tact and discretion.
- Good knowledge of the Six Nations Community and local Health Care Services.
- Ability to work with a high degree of initiative and self-direction and also as strong team player with good interpersonal skills.
- Ability to analyze problems, recommend and implement solutions.
- Able to pass reliability/security check.

IMPACT OF ERROR:

Errors in judgement and in the conduct of duties could lead to loss credibility, poor public relation, confusion, duplication of effort and misinformation being given to the Director of Health Services, Human Services Committee, Six Nations Elected Council, Government Agencies and the public.

CONTROL:

Guiding principles set by Health Services Department and Six Nations Elected Council. Works within the administrative policies and procedures established by the Six Nations Elected Council for the Health Services Department and other legislation provided by the respective governments.