Patient Travel Clerk

Employment Opportunity

Position Title:	**Patient Travel Clerk**
Reports To:	Patient Travel Coordinator
Hours:	35 hours per week
Wage:	$22.08 - $25.75 per hour *(starting wage commensurate with experience)*
Status:	Full-time | Permanent
Start Date:	AAP
Benefits:	Comprehensive benefits package | RRSP matching
Location:	Burns Lake, BC

At Lake Babine Nation, we believe that through good governance, we will ensure all members have a healthy, traditional, and prosperous future. Our commitment to respect, honesty, tradition, and health and wellness helps enable a strong community and brings a rich culture to Lake Babine Nation as a workplace. Our commitment to excellence creates the opportunity for an empowering and rewarding career with the Nation.

JOB SUMMARY

Lake Babine Nation (LBN) is seeking a polite, responsible, empathetic and energetic individual to join our team as the Patient Travel Clerk at LBN.

The Patient Travel Clerk is responsible for ensuring timely, respectful direct services to Patient Travel clients. Responding to telephone, in-person or electronic enquiries and providing general information to clients and the public relating to policy and procedures for Patient Travel.

OVERVIEW OF DUTIES & RESPONSIBILITIES

- Respond to telephone, in person or electronic enquiries regarding the Patient Travel (“PT”) program
- Provide general information to clients and the public relating to policy and procedures for Patient Travel
- Arrange accommodations utilizing the accepted Lake Babine Nation Purchase Order system and / or assigned credit card for clientele that qualify for Patient Travel
- May perform bookkeeping tasks such as preparing purchase orders, cheque / travel requisition, credit card reconciliation and cheque processing
- Ensure that proper authorization / signatures appear on all invoices / cheques submitted for payment / processing
- May sort, process and verify applications, receipts, expenditures, appointment confirmation forms, forms and other documents
- Respond to customer inquiries, maintain good customer relations and solve problems

- Maintain confidentiality of clientele enquiries, concerns and issues ("Confidentiality Agreement" on file)
- Process incoming and outgoing mail, manually or electronically
- Perform related clerical duties, such as word processing, maintaining filing and record systems
- Send and receive messages and documents using fax machine or electronic mail
- Other duties as assigned by the Patient Travel Coordinator or Health Director's Assistant
- Ensure that proper authorization / signatures appear on all invoices / cheques submitted for payment / processing

MINIMUM REQUIRED QUALIFICATIONS

Education, Experience, Certifications, Training

- Completion of diploma or certificate in recognized accounting faculty obtained either
- through a Business college, Business Administration Program or Commerce Class
- A minimum of two years work experience in the accounting field
- Must possess a sound working knowledge of proper accounting principles and
- procedures
- Experience in, XYNTAX – G/L, A/P
- Ability to speak and understand Babine Carrier (preferred but not necessary)
- Excellent oral and written communication and interpersonal skills.
- Excellent computer skills (familiar with Microsoft office)
- Excellent knowledge with basic office equipment (photocopier, fax, scanner)
- Excellent organizational skills
- Self-motivated; able to work independently; makes effective use of time
- Equivalencies will be considered.

Skills & Abilities

- Office Administration
- Understanding of relevant legislation, policies and procedures
- Understanding of the northern cultural and political environment
- Team building, analytical and problem-solving skills and decision-making skills
- Effective verbal and listening communication skills
- Computer skills including the ability to spreadsheet and word processing programs at a highly proficient level
- Stress management skills and time management skills

Position-Specific Competencies

- Team building, decision-making, analytical and problem-solving skills
- Effective verbal and listening communication skills
- Computer skills including the ability to spreadsheet and word processing programs at a highly proficient level
- Stress management skills and time management skills

EMPLOYMENT REQUIREMENTS & CONDITIONS

Job Requirements

- Valid Class 5 B.C. Driver's License.
- Completion of a Criminal Records Check with satisfactory results relevant to the position.

Working Conditions

- The office may be a busy facility. The Patient Travel Clerk/Supervisor may have to manage a number of projects at one time and maybe interrupted frequently to meet the needs and requests of co-workers, members, and clients. The Patient Travel Clerk/Supervisor may find the environment to be busy, noisy and will need excellent organizational and time and stress management skills to complete the required tasks.
- Sensory demands include use of the computer, which may cause eyestrain and occasional headaches. The office may be noisy and busy making it difficult for the Patient Travel Clerk/Supervisor to concentrate.
- The Patient Travel Clerk/Supervisor will have to manage a number of requests and situations at one time. Stress may be cause by the need to complete tasks within tight deadlines.

Apply Now!

Complete the application form and email it with your cover letter and resume to HR:

Attention: Human Resources **Email:** hr@lakebabine.com

Pursuant to Section 41 of the B.C. Human Rights Code, preference may be given to applicants of Indigenous ancestry.

We thank all applicants for their interest; short-listed candidates will be contacted for an interview.