



EAGLE LAKE FIRST NATION

"Where the Eagle will continue to soar and develop with the Ojibways of Eagle Lake"

P.O. Box 1001 • Migisi Sahgaigan • Ontario • P0V 3H0 • Tel. 807-755-5526 • Fax 807-755-5696

Employment Opportunity

RECEPTIONIST/REFERRAL CLERK

Full-time 6 Month Contract with Possible Extension

The receptionist/referral clerk of Eagle Lake Health Center is primarily responsible for coordinating and directing clients to the appropriate staff within the Health Center, and for coordinating the local and distant transportation program. The receptionist/referral clerk is responsible to the Health Director.

Summary of Responsibilities:

- Provide receptionist services to all staff within the Health Center, direct telephone calls, recording and forwarding messages, coordinating appointments for staff.
- Coordinate patient medical transportation for Eagle Lake First Nation members requesting transportation services to access health professional services in the Dryden area, Thunder Bay, Winnipeg, and all other surrounding areas as referred by local physicians.

Duties and Responsibilities:

- Forwards all telephone calls to appropriate staff.
- Records and forwards messages.
- Forwards facsimiles and all correspondence to staff on a daily basis.
- Input data for all health related client services.
- Assist with the preparation and bookings of the boardroom for meetings.
- Ensures that all office equipment is in working order.
- Orders office supplies and ensures that equipment is properly stocked with the necessary supplies ie: photocopier always has paper ready to go; printers are properly stacked with paper, etc.
- Receive and record all medical transportation requests from community members.
- Ensures that all local and distant medical transportation trips are coordinated with the local medical designated driver.
- Process claim forms for distant medical transportation program.
- Acts as a liaison between patients/medical driver/community health professionals/ and outside health professionals.
- Ensure that all claim forms are signed by the client, Referred Specialist and Health Director.
- Prepare tracking logs and reporting requirements of NIHB Medical Transportation, First Nations & Inuit Health Branch.

- Assists with bank reconciliation's and other bookkeeping requirements as required by the finance department of Eagle Lake First Nation.
- Attend and participate in all staff meetings and staff development/ training sessions as requested by the Health Director or Chief and Council.

Qualifications:

- Grade 12 level of education.
- Computer skills in Microsoft Office (Word/Excel), Windows XP, Internet Explorer, Outlook Express.
- Must be a team player.
- Excellent Organizational and Communication skills.
- Previous office skills required.
- Must be dependable and punctual.
- Positive criminal Reference Check.

Eagle Lake First Nation does provide a competitive salary and benefit package including a favorable work schedule to meet the needs of Eagle Lake First Nation and the employee.

Please forward a detailed cover letter and resume to Ravin Walker Health Director by

January 24th, 2023, 12pm noon at healthdirector@migisi.ca

Fax: (807) 755-1161

Email: healthdirector@migisi.ca