Manitoba Keewatinowi Okimakanak Inc.

Head Office
Nisichawayasihk Cree Nation
Nelson House, Manitoba
R0B 1A0
www.mkonation.com

■Thompson Sub-Office
206-55 Selkirk Avenue
Thompson, Manitoba
R8N 0M5

Winnipeg Sub-Office
Suite 102-1700 Ellice Avenue
Winnipeg, Manitoba
R3H 0B1

EMPLOYMENT OPPORTUNITY
Medical Transportation Referral Coordinator(s)
Full Time Position (6) –Thompson, MB

Under the general supervision of the Referral Supervisor, the MT Referral Coordinator(s) provides patient service for patients in transit during various 24/7 Monday – Friday, on weekend and holiday shifts.

Roles and Responsibilities

- Local transportation referrals.
- Deportation of patients upon medical clearance.
- Arranging accommodation/boarding.
- Arranging any other special services required while in transit.
- Maintains patient medical records while maintaining medical confidentiality.
- Provides information regarding Non-Insured Health Benefits.
- Performs other duties as required.

Education and Experience

- Completion of Grade 12 or equivalent, and/or previous work experience will be considered.
- Knowledge of medical terminology an asset.
- Knowledge of the MTRS National Program.
- Should have good communication and organizational skills.
- Knowledge of transportation systems within the province of Manitoba an asset.
- Knowledge of health care facilities within the province of Manitoba an asset.
- Knowledge of First Nations culture, lifestyles, and spiritual beliefs.
- Ability to speak Cree or Dene an asset.
- Knowledge and proven proficiency in computers and various software programs (i.e. database, Word processing etc.).
- Works well under pressure in a fast-paced environment.
- Candidate must be willing to submit to a criminal and/or child abuse registry check.

Salary is dependant upon qualifications and experience
Interested applicants are invited to submit their cover letter identifying the position applying for and resume, along with 3 professional reference listings (include a most recent employer reference) **Open Until Filled**.
Human Resources at employment@mkonorth.com

We thank all who apply and advise that only those selected for further consideration will be contacted. Preference will be given to qualified First Nations applicants; applicants are encouraged to self-declare in their resume or cover letter. No phone calls will be accepted.

Incorporated in 1981 as the Manitoba Keewatinowi Okimakanak (MKO). MKO is a non-profit, political advocacy organization that provides a collective voice on issues of inherent, Treaty, Indigenous, and human rights for citizens of the 26 sovereign First Nations we represent. The MKO First Nations are signatory to Treaties 4, 5, 6, and 10.

Please visit our website at mkonation.com