Manitoba Keewatinowi Okimakanak Inc.

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206-55 Selkirk Avenue
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Winnipeg Sub-Office
Suite 102-1700 Ellice Avenue
Winnipeg, Manitoba
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EMPLOYMENT OPPORTUNITY

Medical Transportation Coordinator

Full-Time Position | Thompson, MB

Under the direction of the Traditional Healer Program Manager, the Medical Transportation Coordinator will provide travel and administration support for the Traditional Healer Program employees. As part of the contribution agreement, which is a partnership between MKO, the Province of Manitoba, and Health Canada, the Medical Transportation Coordinator works to improve and provide alternatives and initiatives on health. The Medical Transportation Coordinator will work as a liaison between the MKO Traditional Healer Program and Health Canada to assist citizens and their families who may conflict with health services to ensure that they are provided with fair, equitable, culturally relevant, and responsive care.

Roles and Responsibilities

- To work under the direction and supervision of the MKO Traditional Healer Program Manager;
- To provide advocacy, support and other information to our clients;
- To provide friendly, professional service and communication;
- To book and follow-up on all appointments for our clients;
- To assist and deal with all clients in a prompt and professional manner;
- To be fluent in Cree, Dene, Oji-Cree, or any other Indigenous language within the MKO region and provide interpretation, translation services for our clients (preferred);
- To assist by explaining the various traditional values, teachings, and beliefs of Indigenous people;
- To work closely with MKO staff and make referrals to any/all relevant resources as required and report back to the MKO Traditional Healer Program Manager;
- To have the ability to travel throughout the MKO region;
- To participate in ongoing professional development and training as provided by MKO;
- To maintain a filing system of services rendered for tracking and statistical recording purposes;
- To liaise with various MKO Chiefs, Councils and other stakeholders;
- To follow through with recommendations from Elders;
- Assists other team members and carry out other duties as needed and assigned.

Education and Experience

- Minimum of 2-3 years experience in an office/administrative environment with liaison and advocacy experience;
- Understanding and extensive knowledge of the Traditional Healer Program;
- Proficient computer skills including; MS Word, Excel, Internet, and Email;
- A combination of education/experience will be considered.
- Must have a valid Manitoba drivers' license and a reliable vehicle;
- Must provide MKO with a satisfactory driver's abstract;
- Ability to work flexible hours;
- Strong written and verbal communication skills;
- Excellent organizational and time management skills;
- Ability to work under pressure and pay attention to detail;
- Must be able to obtain a satisfactory Criminal Record Check (including Vulnerable Sector Search), a satisfactory Child Abuse Registry Check and a satisfactory Adult Abuse Registry Check upon hiring.

Salary is dependent 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) to:

Human Resources at employment@mkonorth.com

Closing Date: Open Until Filled

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.