



PAUL FIRST NATION

PO Box 89, Duffield, AB. T0E 0N0

Employment Opportunity for PFN Health Medical Transportation/NIHB Coordinator

We are currently seeking a temporary Medical Transportation/NIHB Coordinator for the Paul First Nation Health Centre.

JOB OVERVIEW

The Medical Transportation/NIHB Coordinator will report directly to the Paul Band Health Director to ensure that all activities required to fulfill the objectives set out in Non Insured Medical Transportation Policies and guidelines are carried out and that the medical transportation requirements of the Paul First Nation community members who qualify for assistance according to NIHB standards are met. The Medical Transportation/NIHB Coordinator will work collaboratively with the Paul First Nation Health Team.

PRIMARY DUTIES AND RESPONSIBILITIES

- Provide benefit information and verifies client eligibility for medical transportation in accordance with Non-Insured Health Benefits (NIHB) transportation policy and guidelines related to referral of clients.
- Prepare and process medical transportation entitlement documentation and correspondence to clients clarifying or explaining approved or denied transportation benefits under the Medical Transportation policies.
- Liaises with health service providers, referral units, and First Nation community personnel to exchange medical transportation information.
- Arranges for client travel from the First Nation community. Compile a daily schedule according to number of approved trips and destinations and assign trips to medical transportation van drivers. Provide trip schedules to medical transportation van driver(s). Monthly reporting to be done.
- Review and analyze client claims to confirm appointment time, date, and location for travel arrangements
- Determine the location and availability of service at specific locations to ensure the request for benefit is covered by NIHB Medical Transportation policies.
- Explain clearly NIHB's Medical Transportation policies and procedures to clients.
- Review requests for patient escorts and the justification provided by physicians or nurses to ensure that they are within the NIHB guidelines and consult as required with doctors or nurses for clarification or further information. Advise client! if requests are approved or denied.
- Identify travel exceptions for supervisor/Alberta Regional Office review
- Maintains, updates and enters daily data into computerized medical transportation reporting system (MTS) or in a format that is compatible with FNIH report requirements and includes maintaining hard copy files.
- Ensure compliance with NIHB medical transportation policies and procedures (incumbent must confirm patient attendance or treatment i.e., obtaining confirmation slip of attendance from clinic and submitting to Medical Transportation Manager)
- Maintain records of all referrals, and trips as follows: Date of trip, Name of Client, Date of Birth, Client identification number, point of departure and arrival, medical reason for which trip was authorized, certification slip confirming that health services have been accessed by the client.
- Maintain records of local trips, date, name of client, point departure, return time, appointment, driver on duty.
- Provide the following services; transportation for medical services, boarding and interpreter services, escorts, admission and discharge services, ensure medical van stops only at the following locations: hospitals, clinics, drugstore, Bus Depot and schools.
- Coordinating and supervision of the patient transportation program, and the medical van drivers
- Ensure that the terms and conditions specified in the agreement between Health Canada and the recipient are observed and carried out.
- Provide the monthly trip reports as requested by FNIHB.
- Provide Monthly narrative reports to the Health Director.
- Ensure that all medical vehicles receive their annual inspections.
- Complete current month travel reimbursements for First Nation members.
- Educate and provide ongoing information on the program guidelines and updates.

EMPLOYMENT REQUIREMENTS & QUALIFICATIONS:

- Minimum of two (2) years sobriety.
- Possession of a current First Aid and CPR certificate.
- Provide a criminal and Child Welfare Information System (CWIS) check as required.
- Ability to speak the local First Nation language is an asset.
- Knowledge of First Nations cultures and traditions would be an asset.
- Understanding of health programming an asset.

SKILLS/ABILITIES

- Knowledge of Non Insured Health Benefits Medical Transportation Policy and Guidelines
- Analytical skills required to determine approval or denial of medical transportation benefits and to interpret and apply existing policy, guidelines and procedures.
- Analytical skills to determine degree of client's needs pertaining to transportation issues such as urgent situations, and ability to take necessary appropriate action.
- Analytical skills to identify exceptional circumstances requiring supervisor or Alberta Regional Office approval
- Good verbal and writing skills to communicate with clients, health service providers, and First Nation community personnel when explanations are required regarding issues surrounding the medical transportation program parameters, non insured health benefits policies and procedures.
- Ability to document client information in electronic or hard copy files and to prepare and distribute related correspondence.
- Ability to deal with imposed deadlines, conflicting demands for services and advice, and constant interruptions from phones, clients or other unit staff.
- Organization skills to respond to provider or client needs such as confirming appointments relating to date, time, and location for travel arrangements.
- Organization skills to determine the location and availability of service at specific locations and responding to urgencies or emergencies.
- Self initiated with minimal supervision
- Must abstain from drugs and alcohol
- Ability to speak and understand the Cree/Stoney Language and Culture
- Demonstrate strong leadership skills

Salary will commensurate with experience and qualifications.

Application Deadline: Friday, October 7, 2022.

Applicants will be screened based on qualifications; only qualified applicants will be interviewed.

Please submit your resume along with a covering letter attention to:

Deanne Rain, PFN Human Resource Officer

P.O. Box 89, Duffield, Alberta T0E 0N0.

Email to: HR@paulfirstnation.com