



Chippewas of RAMA
First Nation

Employment Opportunity

Job Title: **Health & Social Services Clinic Coordinator**
 Job Code: HEA171
 Department: Health & Social Services Admin
 Reports to: Director Health & Social Services

Date Posted: 15/Nov/22
 Date Closed: 29/Nov/22
 (5:00 pm)

****SPECIAL PROJECT FOR REGISTERED RAMA MEMBERS OR SPOUSE/CHILD OF MEMBER****

The Chippewas of Rama First Nation supports the United Nations Declaration on the Rights of Indigenous Peoples. Specifically, Rama supports the training, education and employment of Indigenous People.

Employment Classification: Full-time with Benefits. **In Person Interviews will be held on Wednesday, November 30, 2022 starting at 9:00am.**
 Availability & Term: Start date: Approx. December 2022
 Remuneration: \$25.29 to start, move to \$27.57 after 3 months

JOB PURPOSE/SUMMARY

Working in a face-paced, multi-service environment. First point of contact to all visitors, patients, clients etc. of Wewena Minodoodaawin Health & Social Services. Responsible for the day to day functioning of client/patient access to the FN Health Care Practitioners and visiting professionals and overseeing the general office procedures including maintaining client files. Greets all visitors, clients, patients, etc. to the building and responds to all inquiries related to health services.

QUALIFICATIONS

- Education:**
- College Diploma or equivalent related experience.
- Skills and Abilities:**
- Excellent organizational & file management skills.
 - Excellent customer service, communication and interpersonal skills.
 - Ability to develop effective working relationships.
 - Ability to multi-task and adjust to changing and competing priorities.
 - Microsoft Office Training.
 - Valid Class G driver's license.
 - Standard First Aid/CPR to be obtained within first 3 months.
- Experience:**
- Office Administration experience 1 - 3 years.
 - Experience coordinating & scheduling meeting spaces and patient appointments.
 - Experience working with databases.
 - Knowledge & experience in medical administration an asset.
- Other:**
- A Vulnerable Sector Screening is required for this position.

Qualified applicants may submit their cover letter and resume to the attention of:

Charlene Benson, Human Resources Manager
 Chippewas of Rama First Nation
 5884 Rama Road, Suite 200, Rama, Ontario L3V 6H6
 Fax: (705) 325-4718 Email: charleneb@ramafirstnation.ca

**** ONLY THOSE APPLICANTS SELECTED FOR AN INTERVIEW WILL BE CONTACTED ****

Rama First Nation is committed to an inclusive, barrier-free environment. Accommodation will be provided in all steps of the hiring process. Please advise Human Resources if you require any accommodation to ensure you can participate fully and equally during the recruitment and selection process.



Job Description

Job Last Updated:

9/Nov/22

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KEY JOB FUNCTIONS/RESPONSIBILITIES

- Able to affirm to the vision, mission, and guiding values of Wewena Minodoodaawin Health & Social Services, and the Chippewas of Rama First Nation by demonstrating commitment to personal growth and wellbeing and the ability to develop healthy relationships that encompass compassion and dignity with sensitivity to issues related to poverty, homelessness, mental illness, addictions, developmental disabilities, ensuring a strengths based, trauma informed approach to care.
- Assist to develop, maintain and implement written processes for the effective flow and delivery of service at Wewena Minodoodaawin health & social services building.
- Responsible for securing patient medical information in EMR – PS Suites software.
- Scheduling appointments for patients/clients to meet with visiting professionals and to external practitioners including examinations and tests.
- Coordinate the proper flow of information concerning lab requisitions, test results, lab reports, prescriptive medications and their proper storage.
- Oversees the effective coordination and scheduling of all clinic rooms and visiting professional office space.
- Maintains and posts monthly work schedules of practitioners.
- Facilitate practitioner access to patient charts as required.
- Liaising with all visiting professionals, other physicians, hospitals, pharmacies, labs, etc.
- Handles and resolves routine client inquiries and questions regarding health issues.
- Channel and facilitate effective communication to and from departmental staff, visiting professionals and the public.
- Maintain effective communication with various staff to ensure that assignments have been addressed, status reports are prepared as required.
- Maintains the ready supply of administrative forms for practitioner use, client intake.
- Ensures IPAC protocols are implemented and followed.
- Ensure strict adherence to confidentiality regarding patient/client health information and record system.
- Maintains inventory of all medical supplies, stocking of clinic rooms, PPE.
- Collects client fees, provides receipts and completes financial documentation as required.
- Facilitates Dynacare and Stericycle pick-ups.
- Create documents, calendars, postings, flyers etc. for monthly newsletter and as required.
- Coordinate Ontario Telehealth Network (OTN) appointments - book appointments, set up equipment.
- Provide assistance with medical transportation and home support bookings as required and coordinating drivers schedules.
- Undertake other such duties as they may be required from time to time to ensure the smooth operation of the
- Provides quarterly statistical reports and annual report to Director.