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135 Joseph Street, Vanderhoof, BC, V0J 3A1  
[www.saikuz.com](http://www.saikuz.com)

Position: Health Receptionist & Patient Travel Coordinator  
Hours: Full-time  
Supervisor: Health Manager

#### Position Summary:

The Health Receptionist & Patient Travel Coordinator is responsible for providing excellent customer service, positive patient and family experience, and performing all administrative duties proficiently, according to policy, while assisting patients and maintaining the utmost confidentiality.

#### Responsibilities (included but not limited to):

- receiving patients, parents and guardians, and visitors and directing them to the appropriate areas or professionals
- answering, screening, and redirecting telephone enquiries, taking messages, and responding to general enquiries per established policies and procedures regarding the release of client information
- preparing expense claim forms for patient travel clients
- completing data entry in a timely and accurate manner

Qualifications:

- Minimum Grade 12 or equivalent combination of education, training, and experience
- Two year's recent, related experience or an equivalent combination of education, training, and experience (Medical Office Administration or Office Administration preferred)
- Friendly and diplomatic manner
- Excellent organizational, interpersonal, and written and spoken communication skills
- Strong ability to work both independently and with a team
- Computer literate (Internet usage and Microsoft Office)

This is a full-time position, 70 hours bi-weekly on a year-round basis. Regular hours are 8:30 AM – 4:00 PM or as scheduled, but it is expected that the successful applicant manages workload and demand to maximize service to Saik'uz First Nation. The position does not compensate for overtime; however, compensatory time off for overages of work hours can be taken with permission from the General Manager.

Please submit your resume via email or in-person at the Saik'uz First Nation Band Office. Preference will be given to a qualified member of Saik'uz First Nation.

**We thank you for your application!**