



Provincial Job Description

TITLE:
(181) Travel Arrangement Clerk

PAY BAND:
7

FOR FACILITY USE:

SUMMARY OF DUTIES:

Books appointments and air/taxi/ambulance travel arrangements for patients. Maintains records of patients needing referrals.

QUALIFICATIONS:

- ◆ Grade 12

KNOWLEDGE, SKILLS & ABILITIES:

- ◆ Basic computer skills
- ◆ Ability to communicate in Cree or Dene and English
- ◆ Ability to work independently
- ◆ Communication and interpersonal skills
- ◆ Accounting skills
- ◆ Valid drivers license

EXPERIENCE:

- ◆ Previous: No previous experience.

KEY ACTIVITIES:

A. Medical Transportation / Central Vehicle Agency

- ◆ **Coordinates patient travel from outlying communities (e.g., for tests, admissions).**
- ◆ **Organizes appropriate method of travel for each client and informs client of arrangements.**
- ◆ **Arranges travel for discharges from southern areas.**
- ◆ **Processes travel authorization forms for payment after verifying codes and signing authorities.**
- ◆ **Provides data input for billing purposes.**
- ◆ **Maintains medical transportation manual.**
- ◆ **Dispatches Central Vehicle Agency (CVA) vehicles to workers in community.**
- ◆ **Tracks CVA vehicles, maintains maintenance log, arranges for repairs and maintenance when needed.**
- ◆ **Ensures each vehicle is equipped with emergency equipment.**
- ◆ **Records mileage for Central Vehicle Agency.**

B. Related Key Work Activities

- ◆ **Orders vaccines, records information; stores/distributes and maintains inventory.**
- ◆ **Makes appointments for patients with specialists, dentists, and optometrists outside of the local area.**
- ◆ **Performs clerical duties (e.g., mails, files, faxes, types).**
- ◆ **Provides reception/telephone services.**
- ◆ **Enters data for Saskatchewan Immunization system.**
- ◆ **Performs various health records duties such as filing, counting patient charts.**
- ◆ **Drives to pick up individuals and packages.**
- ◆ **May show others how to perform tasks or duties by familiarizing new employees with the work area and processes.**

The above statements reflect the general details considered necessary to describe the principal functions of the job and shall not be construed as a detailed description of all related work assignments that may be inherent to the job.

Any revisions of this document recommended by the Joint Job Evaluation Maintenance Committee must be approved by the Parties.

Validating Signatures:

CUPE:

SEIU:

SGEU:

SAHO:

Date: 2005

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