



# Provincial Job Description

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**TITLE:**  
**(181) Travel Arrangement Clerk**

**PAY BAND:**  
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**FOR FACILITY USE:**

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**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:*

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*SGEU:*

*SAHO:*

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*Date: 2005*

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