



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 skills**
- ◆ **Interpersonal skills**
- ◆ **Accounting skills**
- ◆ **Valid drivers license**

EXPERIENCE:

- ◆ **Previous: No previous experience.**

KEY ACTIVITIES:

A. Transportation

- ◆ Coordinates and notifies patients of travel arrangements.
- ◆ Reviews and approves travel authorization forms by 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 logs, arranges for repairs, maintenance and insurance coverage when needed.
- ◆ Ensures each vehicle is equipped with emergency equipment.
- ◆ Records mileage for Central Vehicle Agency.

B. Related Key Work Activities

- ◆ Schedules appointments for patients with specialists, dentists, and optometrists outside of the local area.
- ◆ Performs clerical duties (e.g., mails, files, scanning, faxes).
- ◆ Provides reception/telephone services.
- ◆ Transports 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.

Validating Signatures:

CUPE:

SEIU:

SGEU:

SAHO:

Date: December 12, 2018