



**NORTHERN
HEALTH REGION**

*A Culturally Diverse
Organization*

CASUAL NOTICE

NORTHERN PATIENT TRANSPORTATION PROGRAM (NPTP) CLERK

Location: The Pas, MB.

Facility: The Pas Health Complex

JOB POSTING NUMBER	TP-C-2022-015	POSITION CODE	661-4NPTP-CLK_99
DEPARTMENT	CORPORATE SERVICES		
JOB STATUS	CASUAL		
WAGE RANGE	\$21.483 - \$24.903	UNION AFFILIATION	CUPE

POSITION SUMMARY

The NPTP Clerk performs in collaboration with the Charge NPTP Clerk all functions related to elective and emergency travel warrants for patients and/or escorts for the area, in compliance with the NPTP Program Policy also ensuring at the same time that accurate financial/statistical information is being processed, within the guideline of the policy. Provides ongoing updates to the outlying communities to ensure that policies and guidelines are adhered to.

QUALIFICATIONS

- Grade 12 or equivalent
- Post-secondary education in business and/or office procedure (other combinations of education & experience may be considered)
- Medical Terminology Course is an asset
- Demonstrated proficiency with window based programs (Microsoft Word, Excel, Outlook and Access)
- Two years or more office related experience is an asset
- Experience in health care field is an asset
- Must possess a good employment record, including attendance at work
- Successful candidate subject to provide security checks in accordance with Security Checks for Employment Policy (HR-02-80). Waived for internal candidates with current checks on file.

For a full listing of qualifications please:

- **Internal Candidates:** Refer to the Job Description which is posted on the Intranet under Department/Human Resources/Job Description, then select the applicable department; or,
- **External Candidates:** Contact Human Resources to request a copy

Northern Health Region strives to have a diverse workforce in an inclusive and accessible workplace, which provides opportunity for reasonable accommodation.

Indigenous applicants are encouraged to self-declare when submitting applications & resumes.

We thank all candidates for applying. Only those selected for interview will be contacted.

Using Google Chrome, Apply online at www.northernhealthregion.ca

OPEN UNTIL FILLED

Note: In the event of technical difficulties with the online application, please contact Human Resources at HRARegional@nrha.ca for assistance.