NORTHERN HEALTH REGION

A Culturally Diverse Organization

CASUAL NOTICE

NORTHERN PATIENT TRANSPORTATION PROGRAM (NPTP) CLERK

Location: Flin Flon, MB.

Facility: Flin Flon General Hospital

JOB POSTING NUMBER	FF-C-2025-010	**POSITION CODE**	662-4NPTP-CLK_99
DEPARTMENT	**CORPORATE SERVICES**		
JOB STATUS	CASUAL		
HOURLY WAGE	$23.234 - $26.088	**UNION AFFILIATION**	CUPE (Facility Support)

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.