

Patient Travel Clerk/Community Health Representative

Ditidaht Community Services

Ditidaht First Nation Malchan 11

We are a warm and caring group of individuals who work hard to meet the community's needs. We are looking for a reliable and dedicated person to work in the Health Department.

In Patient Travel you would be making appointments, working with hotels, doctors' offices, and transportation. As the Health representative you would coordinate doctor visits, counsellors, and help band members outside the community. Experience required. Knowledge of accounts, telephone skills, computer knowledge. Above all, you must have had successful interpersonal skills in the last job.

Soft Skills:

Good interpersonal skills

Dependable, punctual and a problem solver

Positive attitude

Able to ask for help when needed

Work well independently and under pressure

Job Type:

Full time

Required Education

High school or equivalent

How to Apply:

Fill in an application at Community Services or online.

Send resume, and cover letter to csmanager@ditidaht.ca

Deadline: April 20, 2019

We look forward to hearing from you.