



**JOB POSTING**  
**MEDICAL TRANSPORTATION COORDINATOR**  
**FULL TIME TERM POSITION (October 2021 – November 2022)**  
**NON-INSURED HEALTH BENEFITS**  
**DEPARTMENT OF HEALTH**

**SALARY LEVEL: CL10 ST2 \$38,460.88**

**SUMMARY OF RESPONSIBILITIES:**

Under the direction of the Program Manager, the ANIHB Medical Transportation Coordinator is responsible for scheduling, receiving, analyzing and processing of all Medical Transportation Requests for eligible Akwesasne Community members who require Medical Transportation in the province of Ontario and Montreal Quebec (catchment area) The incumbent is responsible for all client information and registration in accordance to the MCA Access to Information and Protection of Personal Privacy Regulations as it pertains to the Akwesasne Non-Insured Health Benefits Program. The Incumbent is responsible for the coordination, collection, analyzing, processing and recording of all Medical Transportation claims for Non-Insured Health Benefits Programs (Client and Driver applications, travel logs, ambulance invoices, lodging / meals) pertaining to the Mohawks of Akwesasne for Canadian travel within the catchment area as identified by the Indigenous Service Canada.

**QUALIFICATIONS:**

- Post-Secondary Diploma – Office Administration or equivalent
- Minimum of two (2) year experience in an office setting

**All interested applicants must submit a cover letter, resume, and copies of all relevant certificates/diplomas along with three references submitted on a Consent to Release Reference Check form, which can be found on the Akwesasne.ca website under Employment.** Applications should be submitted **no later than 5:00 p.m., Monday October 4, 2021 to:**

**Sandra Delormier, HR Staffing Officer**  
**Administration Building #3**  
**Akwesasne, Quebec**  
**H0M 1A0**  
**(613) 575-2250, ext. 2147**  
**E-mail: [jobs@akwesasne.ca](mailto:jobs@akwesasne.ca)**

- Applicants must clearly outline that they meet the qualification requirements on their resume.
- Native preference in hiring.
- A criminal record check is mandatory before start of employment.
- As a requirement of employment, all applicants must have a Canadian Social Insurance number.
- An eligibility list will be created for one year.

**We thank all applicants for their interest, however, only those candidates invited for an interview will be contacted. MCA reserves the right to retract, postpone, or revise employment opportunities at any time.**