



External Job Posting

Position Title:	Discharge Clerk	Pay Grade:	\$16.35
Position Type:	Relief (On call)	Hours of Work:	Varied
Reports To:	Supervisor	Date Posted:	July 21, 2021
Union:	PSAC	Closing Date:	Open until filled
Competition Number:	2021-PSA-43	Number of Positions:	Four (4)

Position Overview

Wequedong Lodge provides accommodations, including meals, translation, transportation, and referral services to First Nations (on and off reserve), Metis and Inuit clients accessing medical care in Thunder Bay.

The Discharge Clerk is responsible for arranging return travel for Wequedong Lodge clients and their escorts as well as clients who went private to their home communities after completion of medical appointments. The Discharge Clerk reports to the Supervisor.

Qualifications

The Discharge Clerk must possess:

- One-(1) year Community College certificate or diploma in Office Administration.
- A minimum of two-(2) years direct work experience with Indigenous people in an office setting.
- Proficient in the use of office equipment (printer, photocopier, fax, etc.).
- Proficient in the use of computer systems (database System, Microsoft office and other web-based tools).
- Ability to deal with difficult clients, escorts, and visitors.
- Have WHMIS and a valid First Aid / CPR Certificate.
- Ability to work a rotation of shifts.
- Fluency either in Ojibway, Oji-Cree or Cree would be considered an asset.
- An understanding and an appreciation of Indigenous culture.
- An equivalent combination of experience and education may be considered.



Duties and Responsibilities

1. Collect Confirmation of Attendance forms to determine successful client completion of medical appointments.
2. Document the requisition of return travel for clients from Sioux Lookout FNIH on the Database System.
3. Inform the client and escort immediately upon receipt of confirmation number of return travel information.
4. Update the Database System Departures List on an ongoing basis.
5. Document Incident Reports for clients and escorts who miss their scheduled return flight and submit to FNIH immediately.
6. Update the Activity Board with flight status information.
7. Review and maintain client files and perform general office duties as required.
8. Have knowledge of the building's Emergency Fire Plan evacuation procedures.
9. Liaise with medical personnel as required.
10. Review the Activity Board for upcoming training memos.
11. Perform other duties as required.

Interested candidates may apply in person, by mail, email, or fax. Your application should include the competition number **(2021-PSA-43)**, your cover letter and resume and may be submitted in confidence to:

Wequedong Lodge of Thunder Bay
678 City Road, Fort William First Nation, ON P7J 1K3
Fax: (807) 626-9365

Email: kwright@weqlodge.org

Wequedong Lodge is an equal opportunity employer and provides accommodation for job applicants in accordance with the Human Rights Code and the Accessibility for Ontarians with Disabilities Act.

Accommodations are available on request for candidates taking part in all aspects of the recruitment and selection process. To make a request, please contact kwright@weqlodge.org.

Wequedong Lodge is dedicated to ensuring a safe, comfortable, and culturally appropriate environment for its clientele. As a tool in the recruitment screening process, all offers of employment to external candidates shall be conditional upon a Police Vulnerable Sector Check (PVSC) to ensure the absence of relevant criminal convictions.

Regular attendance at work is imperative, therefore, all applicants will have to demonstrate good record to be considered for this position.

While all responses are appreciated and will be handled with the strictest confidence, only those being considered for interviews will be acknowledged.