

## COUCHICHIING FIRST NATION EMPLOYMENT OPPORTUNITY



### Medical Transportation Clerk Couchiching First Nation

Couchiching First Nation is seeking an organized, approachable, and highly detailed Medical Transportation Clerk to serve as the first point of contact and coordinator for community members accessing medical appointments and travel. This pivotal role ensures seamless access to essential health services by managing local rides, coordinating long-distance travel through the Non-Insured Health Benefits (NIHB) program, and maintaining accurate records with cultural sensitivity.

Applicants must meet the following criteria:

- High school diploma or equivalent is required. Additional education or certification in office administration, health services, or a related field is an asset.
- Minimum 1 year of experience in an office or clerical setting, including data entry and file management.
- Prior experience working in health services, transportation coordination, or with Indigenous communities/organizations is preferred.
- Excellent verbal and written communication skills.
- High level of attention to detail and accuracy.
- Proficient in Microsoft Office applications (Word, Excel, Outlook).
- Knowledge of the Non-Insured Health Benefits (NIHB) program, or willingness to learn.
- Financial literacy and ability to track invoices, receipts, and program expenses.
- Ability to work with minimal supervision and accept direction.
- Valid Ontario "G" Driver's License and clear Vulnerable Sector Check.
- A good understanding and respect for Couchiching First Nations culture, traditions, practices, and lifestyles is a must.
- Ability to speak or willingness to learn Ojibway is considered an asset.

Salary commensurate with education and experience. All applicants will be subject to a Criminal Record Check (with Vulnerable Section Query). Interested parties should apply in writing to:

**Deadline:** Open Until Filled

#### How to Apply:

Applicants should include their resume, cover letter and 3 references. References must include three employment-related references and written permission to contact those references. You can submit your application to Couchiching First Nation Human Resources by email, mail, or in person.

**By Email:** [recruitment@couchiching.ca](mailto:recruitment@couchiching.ca)

#### Postal mail, or in person at:

Human Resources: Couchiching First Nation  
RMB 2027, RR2, Fort Frances, Ontario P9A 3M3



*All suitable, qualified Couchiching Band members shall be given first preference.*

*While we appreciate all who apply, only those selected for an interview will be contacted.*

*All late applications will be returned unopened.*

*All incomplete applications will be returned to the applicant.*

*CFN welcomes applicants from people with disabilities. Accommodation is available upon request for candidates taking part in all aspects of the selection process.*