



# Provincial Job Description

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**TITLE:**  
**(181) Travel Arrangement Clerk**

**PAY BAND:**  
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**FOR FACILITY USE:**

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## **SUMMARY OF DUTIES:**

**Books appointments and air/taxi/ambulance travel arrangements for patients. Maintains records of patients needing referrals.**

## **QUALIFICATIONS:**

- ◆ **Grade 12**

## **KNOWLEDGE, SKILLS & ABILITIES:**

- ◆ **Basic computer skills**
- ◆ **Ability to communicate in Cree or Dene and English**
- ◆ **Ability to work independently**
- ◆ **Communication skills**
- ◆ **Interpersonal skills**
- ◆ **Accounting skills**
- ◆ **Valid drivers license**

## **EXPERIENCE:**

- ◆ **Previous: No previous experience.**

**KEY ACTIVITIES:**

**A. Transportation**

- ◆ Coordinates and notifies patients of travel arrangements.
- ◆ Reviews and approves travel authorization forms by verifying codes and signing authorities.
- ◆ Provides data input for billing purposes.
- ◆ Maintains medical transportation manual.
- ◆ Dispatches Central Vehicle Agency (CVA) vehicles to workers in community.
- ◆ Tracks CVA vehicles, maintains maintenance logs, arranges for repairs, maintenance and insurance coverage when needed.
- ◆ Ensures each vehicle is equipped with emergency equipment.
- ◆ Records mileage for Central Vehicle Agency.

**B. Related Key Work Activities**

- ◆ Schedules appointments for patients with specialists, dentists, and optometrists outside of the local area.
- ◆ Performs clerical duties (e.g., mailing, filing, scanning, faxing).
- ◆ Provides reception/telephone services.
- ◆ Transports individuals and packages.
- ◆ May show others how to perform tasks or duties by familiarizing new employees with the work area and processes.

*The above statements reflect the general details considered necessary to describe the principal functions of the job and shall not be construed as a detailed description of all related work assignments that may be inherent to the job.*

**Validating Signatures:**

**CUPE:**

**SEIU:**

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**SGEU:**

**SAHO:**

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**Date: May 16, 2024**