



Job Opportunities

Competition # 0121-80

**BATC Health Services Inc
HEALTH SERVICES COORDINATOR
One (1) Full Time Permanent Position**

THE POSITION

As part of the BATC Health Services, and under the direct supervision of the CEO, Health Services, the incumbent is responsible for ensuring high quality health services through planning and coordinating human and physical resources in accordance with the mission, values, objectives and policies of BATC Health Services Inc.

DUTIES AND RESPONSIBILITIES

- Coordinates BATC Health Services Inc scheduling and organizes department workflow, in consultation with the CEO of BATC Health Services Inc.
- Responsible for the administrative needs of BATC Health Services including inventory management and communications
- Will support and collaborate on new initiatives and embrace and execute on internal departmental processes, including but not limited to database enhancements/changes, new/revised workflow/process flows
- Identify defects in process and communicate in a timely and responsible manner (leveraging the escalation process) to avoid delays in facilitating patient appointments; and ultimately participate in process improvement initiatives which drive efficiencies and productivity
- Manage workload (e.g., multi-tasking) as assigned by the CEO, Health Services which includes but is not limited to: consistently evaluate and re-prioritize daily tasks, flexibility with phone queue coverage and exercise proactive team collaboration to ensure Key performance Indicators are achieved

SKILLS & QUALIFICATIONS

- Degree in health-related profession or Business Administration in health services
- Experience in First Nations health services and management
- Willingness to work as a team member with BATC staff
- Strong work ethic and ability to work in fast paced environments
- Impeccable operational and organizational skills
- Knowledge of Microsoft Office programs such as Excel, Word, PowerPoint
- Strong leadership skills
- Ability to work in scheduled hours
- Must be willing to sign an Oath of Employment and abide by a Code of Ethics

Closing date: August 15, 2022 by 4:30pm – Please Quote Competition #0121-80
Please submit RESUME, COVER LETTER, and CPIC to:

Human Resources
Battlefords Agency Tribal Chiefs Inc.
1282 101st Street,
North Battlefords, SK S9A 0Z8

Phone: 306-446-1400

Email: humanresources@batc.ca

Battlefords Agency Tribal Chiefs thanks all applicants, but only those chosen for interview will be contacted.