



Blood Tribe Department of Health Inc.

Employment Opportunity

Title: File Clerk, fulltime

Reporting to: Director, Kainai Wellness Centre

Summary

The File Clerk will be responsible for new and current client files utilizing the established filing system at KWC. The File Clerk shall assist Client Case Coordinator, NNADAP and Mental Health workers with locating client files in a timely manner. Will ensure the file room is kept neat and tidy; and reviews the system for client records is reflective of KWC needs. Ensures client confidentiality at all times and will assist Administrative Assistant and Receptionist when needed; as well as inform staff of the current filing system process. Will also assist in other duties as requested by the Director.

Job Duties

- Accurate and appropriate filing of client files; and other program client information
- Locate client files for counsellors' daily review and client appointments; returns and re-files client records
- Provides Youth/Adult client records as per appointment list for NNADAP, Mental Health, and Psychologist
- Use standardized filing methods and procedures, e.g. alphabetical, numerical
- Work with Director and Client Case Coordinator on different filing methods as required
- Keep accurate and complete records
- Answer questions about records and files
- Add new material to files and records
- Create new files and records as necessary
- Maintains security and is responsible for the safe-keeping of client records for KWC
- Will ensure Policy Related to Client files is adhered to, i.e. outdated client files
- Provides monthly report of new/current client intakes and appointments
- Answering phones and taking messages
- Other responsibilities and directives as assigned

Requirements

- High school diploma, GED or other equivalent
- Experience as a File Clerk preferred
- Excellent written and verbal skills and comprehension
- Excellent time management skills
- Highly organized
- Service oriented
- Able to generate or use different sets of rules for combining or grouping things in different ways
- Excellent problem solving skills

Deadline for Application: until a suitable candidate is found.

Please forward a Letter of Application, Resume, Drivers Abstract, Current Criminal Record Check, and Three (3) updated references to:

Blood Tribe Department of Health Inc.
c/o: Kara Russell - Human Resources
P.O. Box 229
STANDOFF, AB T0L 1Y0
Phone: 737-8408 Fax: 403-737-3985
Email: hr.manager@btdh.ca