



EMPLOYMENT OPPORTUNITY

The Alexis Health Services is seeking a full time:

Medical Transportation Clerical Support

The Alexis Nakota Sioux Nation Health Services is seeking a dedicated and compassionate individual to join our team as Medical Transportation Clerical Support. Reporting to the Medical Transportation Coordinator, the successful candidate will provide essential administrative and clerical support to ensure the effective and efficient operation of the Medical Transportation Program.

The Incumbent will work cooperatively with all Alexis Health Services staff and must respect the holistic health traditions and beliefs of the Alexis Nakota Sioux people. This role requires adherence to the code of ethics established by the Alexis Chief and Council and an Oath of Confidentiality.

Note this position is subject to funding availability.

DUTIES / RESPONSIBILITIES:

- Provide clerical and administrative support for the Medical Transportation Program in accordance with FNIH Medical Transportation policies and Alexis Nakota Sioux Nation policies.
- Ensure all Medical Transportation clerical duties are carried out effectively and efficiently.
- Answer phone calls, record and relay messages, and support communication related to medical transportation.
- Complete electronic and manual data entry, maintain accurate records, and update filing systems daily.
- Maintain a confidential, organized, and efficient Medical Transportation filing system.
- Strictly adhere to all privacy legislation, ensuring all medical and client information is protected and secured at all times.
- Attend staff meetings and contribute to a positive, respectful team environment.
- Perform additional duties as assigned by the Medical Transportation Coordinator.

QUALIFICATIONS:

- Office or Business Administration Diploma (2-year) or equivalent combination of education and experience with a minimum Grade 12 education
 - Experience with Medical Transportation Record System (MTRS)
 - Experience performing clerical and data entry duties with strong organizational skills
 - Clear understanding of privacy legislation
 - Experience working with Alexis Nakota Sioux Nation community members
 - Ability to work in a fast-paced environment and cooperatively with a diverse team
 - Knowledge of the Nakota Sioux Culture/Traditions (must possess cultural awareness, understanding, and sensitivity) and ability to speak the Nakota Sioux language is as asset
 - Valid Class 5 Driver's Licence (willingness to obtain Class 4 Driver's Licence)
- Criminal Record with Vulnerable Sectors Check is required
- Level C CPR, Standard First Aid

Closing Date June 5, 2026 @ 4:30 p.m.

POSTED: May 22, 2026

PLEASE SUBMIT ***COVER LETTER AND RESUME*** TO:

Patricia Roth, Health Director
Alexis Health Services, Box 39, Glenevis, Alberta, T0E 0X0
Email: patricia.roth@ansn.ca