Stellat'en First Nation
791 Shun K'et Ti Fraser Lake, BC V0J 1S0

JOB POSTING

Position Information

Position: Patient Travel Clerk
Reports to: Health Director
Hours: Full-time
Salary Range: $24.00 to $26.00
Application Closing Date: July 24, 2026

Job Summary

The Stellat'en Patient Travel Clerk will perform all clerical duties for the First Nation Health Benefits Program (FNHB) and support the Health Staff.

Responsibilities:

- Assist Clients of FNHB program
- Inform clients/applicants of any support documentation required for entitlement to patient travel
- Update and maintain electronic charting/data storage for claims history and reporting
- Liaise with SFN Finance to ensure claims history database is up to date for patient travel/accommodation arrangements are executed in timely manner.
- Liaise with SFN Health staff, medical professionals, patient transport and/or accommodation providers, and the client themselves, to ensure that coordination of patient travel
- Referrals of clients to other FNHB services providers as required

Qualifications, Education and Experience:

- Knowledge of First Nations Culture and Traditions (specifically Stellat'en)
- Valid Class 5 BC Driver's License
- Clean Criminal Record Check
- Working Knowledge of FNHB Patient Travel guidelines
- Proficient in computer skills including MS Word, Excel, Xyntax,
- Completion of post-secondary office administration certification preferred
- 2 years of direct experience working in an office environment.

Please submit cover letter and resume with references via email at resumes@stellaten.ca

We thank everyone for their interest; however, only those selected for an interview will be contacted.

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