



INDEPENDENT FIRST NATIONS ALLIANCE

Job #219 Health Travel Coordinator

Location: Sioux Lookout/ Thunder Bay Office (Onsite)

Department: Health Services

Type of Role: 3-Month Term with Possible Extension

Are you passionate about scheduling and travel for physicians and the Health Services Team travelling into member communities within the Independent First Nations Alliance? This role requires exceptional organizational skills, attention to detail, and strong communication abilities to facilitate administrative tasks effectively. The role will report to the Health Information Supervisor.

Responsibilities:

- Scheduling and travel for physicians and members of the health team travelling into member communities.
- Liaise with the Medical Director, Health Director and Nursing Stations.
- Provide regular travel notifications to Nursing Stations including Health Authorities/Administrations and Leadership.
- Maintains confidentiality compliant with applicable laws and legislation, by securing workstations and keeping current on all scheduling policies and procedures.
- Coordinates accommodations bookings at health centers from internal and external service providers
- Complete monthly travel reports
- Completes and submits travel claims monthly
- Sends monthly travel calendar notifications
- Provides support to data entry clerks when required
- Provide support to medical office administrators when required

Position Requirements:

- Experience booking travel to remote first nation communities
- Experience working with a multidisciplinary health team
- Experience working in medical office administration
- Proficient in the use of Microsoft Office Suite
- Up-to-date vaccinations or valid medical exemption
- Ability to provide a clear criminal record check
- Ability to travel occasionally within the region
- A good understanding of the culture and the language is a definite asset



- Familiarity of Indigenous communities and organizations; experience working for an Indigenous organization
- Valid driver's license G, clear driving abstract, and access to a vehicle required

Note: Flexibility is key at IFNA. You may occasionally cover tasks outside your role, ensuring comprehensive support for our organization's mission.

Why Join IFNA? If you're ready to contribute to our organization and make a meaningful difference, apply now to join our team. We welcome individuals who are committed to supporting the well-being of our communities.

Salary Range: \$23.18 – \$27.48/ hour

Schedule: Regular hours from Monday to Friday with weekends, overtime and on-call availability.

Submit your resume and cover letter outlining your relevant experience and why you are the ideal candidate for this position to recruitment@ifna.ca identifying **Job #219**. We look forward to welcoming you to our team!

Deadline: September 29, 2025

Please note that only candidates under consideration will be contacted.

We value diversity and encourage individuals from Indigenous backgrounds to self-declare, as preference may be given to candidates with such backgrounds in line with our commitment to inclusivity and community representation.

IFNA encourages any applicant with accessibility considerations to come forward throughout the recruiting processes.