



**Opaskwayak Health Authority
Beatrice Wilson Health Centre
Medical Van Dispatcher (2 Positions: 1 Term & 1 Full Time)**

Opaskwayak Health Authority is seeking 2 qualified individuals to fulfill the role of **Medical Van Dispatcher**.

Job Summary

The Dispatcher is responsible for medical transportation administration, vision administration & general administration. The Dispatcher works in a multidisciplinary team; and may be called upon to assist with other duties within the scope of the program.

Position Requirements:

- Grade 12 or GED equivalent
- 1 year related experience (preferred)
- Knowledge of standard office equipment
- Proficiency in Microsoft Word, Excel, Outlook
- Satisfactory employment record including attendance at work

Closing Date: Open Until Filled

Applications Must Include:

- A **cover letter** that clearly indicates how you meet the position requirements
- **Resume**
- Copy of **credentials** (licenses, training, education)
- Three **professional letters of reference** (colleague, supervisor or manager) – or – contact information for same (include position / title, current place of employment, phone number & email)
- **Criminal record check** (or copy of receipt showing it has have been applied for)
- **Personal contact information** (phone & email)

Your application will not proceed to interview without the above information. To obtain a complete job description, for additional information or to apply for this position please contact or submit your application to:

Crystal Krost, Interim Human Resource Manager

Opaskwayak Health Authority

Box 10280, 245 Waller Road, Opaskwayak, MB R0B 2J0

Email: crystal.morrish@ocnhealth.com

Please mark all correspondence "**CONFIDENTIAL**"

Please note that only those selected for an interview will be contacted.