

# NIHB Analyst



## Location:

Happy Valley Goose Bay, NL

## Department:

Health & Social Development

## Term:

Temporary Part-Time (1 year) (Monday-Friday from 4pm-8pm)

## Closing Date:

July 3, 2020

## Responsibilities:

- Review, assess and adjudicate medical transportation requests
- Data entry for NIHB – Medical Transportation related invoices for payment processing for both vendors and Nunatsiavut Beneficiaries
- Responsible for the implementation of the policies according to the “NIHB Medical Transportation Policies and Procedures Manual” as set by the Department of Health and Social Development
- Liaise with stakeholders (Vendors, Beneficiaries, DHSD Finance staff and Ground Transportation staff) while maintaining client confidentiality
- Provide on-call services for the medical transportation department as required and stipulated by management, according to and to accommodate work flow (i.e. outside of normal office hours, including weeknights and weekends and statutory holidays)
- Ensure interpretation and translation services are provided as needed for NIHB clients
- Other related duties as assigned by the immediate Supervisor

## Qualifications:

- Minimal two year Administrative Diploma from a recognized college or equivalent training and experience
- Experience working in a medical setting

## Assets:

- Bilingual in English and Inuktitut

## Contact:

[careersonline@nunatsiavut.com](mailto:careersonline@nunatsiavut.com)

Applications should be forwarded before 4:30pm on closing day.

The Nunatsiavut Government is an equal opportunity employer however preference will be given to beneficiaries of the Labrador Inuit Land Claims Agreement. Applicants are asked to clearly state their Nunatsiavut beneficiary number on their cover letter or resume when applying.

**Nani:**

Happy Valley – Goose Bay, NL

**suliaKapvik:**

SuliaKapvinga Inositsiagittotitsijet Inuillu Pivalliatitsanginnut

**Kanga:**

Akuniungitumi Sitontet Ilanginni (Montâg-Fraitâg 4pm-8pm)

**killilipvinga:**

July 3, 2020

**kamagijatsat:**

- Kimiggugiamut, âkKigiattaugajanninganik, isumatsasiugutiKallunilu ânniasiapviliajunik ingiggausiKagumalimmata
- Kagitaujattigut neniKattagialik NIHB-kut Kaujisautinginnik – Ingigganimmuk akilittaugialinnik tamâginnik ingiggautilet Nunatsiavut Ikajuttaugutilinginnulu
- Maligatsanik atuliaKititsiKattagialik malillugit “NIHB-kut Maligatsanginnik AllaKutinginnilu”;
- KaujisaKattiKaKattagialik ikajuKattatunik (Ingiggautilet, Ikajuttaugutilet, DHSD kenaujaligijingit Nunakkut Ingiggautilellu) siammasaittaililluni
- Pigumajautualiguni atinnaugialik ânniasiapviliattut ingiggausinik pigumappata tilijaugunnillonnet aulatsijinut, malillugit nâlallugillu suliatialigijet (sollu: suliatianik pijagesimagaluaguni ullukut, unnusanni, suliatianik nukKangannimi vogiup nâninginni, nukKangannimillu)
- TusâjiKagiaKajunik Inuttotitsijitsiulluni ikajugialik pigumajautuappata NIHB ânniasiapviliatunginnut;
- Asinginnilu suliatianik tilijauguni Aulatsijinganut

**Ilisimausigigialingit:**

- Maggonik jârenik nalunaikkutaKalluni ilinniavitsuamit atjigalanganillonnet ilinniasimalluni, piusiKasimallunillonnet
- SuliaKasimalluni ânniasiapvimi

**Ikajugajattuk:**

- SuliaKapvimi Malittaugialinnik pitaKagialik polesikkunit

**Kaujisallutit:**

[careersonline@nunatsiavut.com](mailto:careersonline@nunatsiavut.com)

Ottugautet âjausimagialet fimfiliak apvaKâttnagu matuttauvingata ullungani.

Nunatsiavut kavamanga atjigettisiKattatuk suliatiasuittunik tavatuak pigumajauluaKattatut ikajuttaugutilet Labrador Inuit Nunamik Satusainnimut AngiKatigegutingani. Ottugajuit allasiasimakKujaujut Nunatsiavut ikajuttaugutilet numuranganik allavitsangata pigianningani suliatiasuigutimillonnet ottugannimi.