

Location:

HVGB

Department:

Health & Social Development

Term:

Permanent Full-Time

Closing Date:

May 19, 2023

Responsibilities:

- Responsible for the day to day administration for NIHB Analysts of the data entry, professional inquiries, client inquiries, and tracking of NIHB service to our Beneficiaries;
- Responsible for monitoring the workload and concerns of the Analysts in all NIHB program areas;
- Responsible to review and approve timesheets, leave requests, notification of sick leave for NIHB staff;
- Maintains statistical data on the various NIHB program areas and provides regular updates to the Director of Health Services and the Deputy Minister for DHSD;
- Maintains the various contracts with service providers for the NIHB databases and the ground transportation contract in St. John's;
- Maintains close working relationships with various other departments of NG (such as DHSD Finance and the NG Registry Office);
- Holds regular monthly meetings with NIHB staff to team build and provide professional development;
- Ensures that policies are current, relevant and applied in a consistent manner by NIHB staff;
- Responsible to promote and liaise with the communications department to ensure recent updates to the NIHB benefits listing is communicated to Beneficiaries and service providers, for example with the use of pamphlets and website updates, displays and newsletters;
- Represents Nunatsiavut on the Technical Working Group with ITK for NIHB;
- Liaisons with partners, Labrador Grenfell Health, FNIHB and ITK to promote seamless service for Beneficiaries;
- Works with the Director of Health Services to ensure budgets are managed and budget information is passed to the Deputy Minister of DHSD in a timely manner;
- Advocates for services that will enhance the NIHB program for cost effectiveness;

Qualifications:

- A bachelor's degree in a health or health related field or Business Administration or Human Resources;
- Experience in personnel management;
- Excellent verbal and written communication skills, including strong computer and data entry skills;
- Team player, self-motivated and directed;
- To liaise with stakeholders while maintaining client confidentiality

Assets:

- Bilingual in Inuktitut and English

Contact:

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:

HV-GB

suliaKapvik:

SuliaKapvik Inositsiagittotitsigasuannimut Inuillu Pivalliagutitsanginnut

SuliaKautigialinit:

Sidontingit iluingatillugit suliatSaKainnaluni

killilipvinga:

Mai 19, 2023

kamagijatsat:

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- kamagiaKaKattaluni sitontinginni akiliusiatsanginit suliaminitnuKangagalagumajunut, Kanimajunnut NuKanganinginnit SuliaKatinginnut NIHB-kuni
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- suliaKatiKatsiasongulunni Kaujimatsiasongulunni SuliaKatiminet sulle suliaKajunnit NG-mi sullulu DHSD kenaujaligininginnit annsalu NG
- Maligatsanit Malitaugialinnit malitsiasongulunni, NIHB-kunut akisutausimmajunnut
- Takki tamma katimatisiKattaluni NIHB suliaKattinginnit piunitsaugasuammut
- Nunatsiavummi Ikajutsialunni KaujititsiKattaluni suliaKattunit sullu ITK NIHB-kunit
- Kamatsialunni contractilinnut ikajuttinut inggautiligijinnit St Johnsimi contractilinnit kanutsiak pimangamit
- ikajuKattaluni ikajuttiginit, Labrador Grenfell inositsiagittotitsisasuannimit, NIHB, ammalu ITK ikajuttaugutilinut
- suliaKatiKalunni aulatsijimmik inositsiagittotitsigasuannimit suliaKattinginnit Kaujimatitsilunni Kanutsiak kenaujaligigiKamangatta tainna atsiKattaluni tullia angajukKâsuangannut DHSD-kuni kangaulimmat
- Ikajutsiasongulunni ikajuniattunit NIHB-kunit akiKatsianiattunit

Ilisimausigigialingit:

- NalunaikkutaKalluni ilinniasimaniminut
- Kaujimagilunni pitsiagamik Kanutsiallu kamagianik kamagijaugialinnit
- uKâlaKatiKatsiasungulluni alasiasangullunilu, Kaujimatsialunillu atutsiasungulunillu Kanuk Kagitaujamik attugiamik
- suliaKatimminit suliaKatiKatsiasungulunni, iminillu Kaujimanikaluni , suliaKagiamit ,aulatsigiamilu

Kaujisallutit:

careersonline@nunatsiavut.com

Ottugautet âjausimagialet fimfiliak apvaKâttinagu matuttauvingata ullungani.

Nunatsiavut kavamanga atjiggettisiKattatuk suliatasiuttunik tavatuak pigumajauluaKattatut ikajuttaugutilet Labrador Inuit Nunamik Satusainnimut AngiKatigegutingani. Ottugajuit allasiasimakKujaujut Nunatsiavut ikajuttaugutilet numuranganik allavitsangata pigianningani suliatasiugutimillonnet ottugannimi.