

NON-INSURED HEALTH BENEFITS (NIHB) POLICY ANALYST

DEPARTMENT: SECRETARIAT

TERM: PERMANENT FULL-TIME

COMMUNITY: NUNATSIAVUT (NAIN, HOPEDALE, MAKKOVIK, POSTVILLE, RIGOLET) OR HAPPY VALLEY-GOOSE BAY

CLOSING: JANUARY 19, 2024

Responsibilities:

- Continuous review and updating of the NG DHSD NIHB Beneficiary Guidebook in collaboration with NIHB staff, Health Canada, the Director Health Services, NIHB Manager and Deputy Minister of Health;
- Develop and ongoing updating of an NIHB employee policy and procedure manual for all domains of NIHB with ongoing review and updating;
- Ongoing collaboration with the Province, Provincial Airlines (PAL) and Mokami Travel to streamline and implement a process to avail of reimbursement from the Provincial MTAP voucher program and ISMT program;
- In collaboration with the Deputy Minister of Health, Director Health Services and the NIHB Manager, along with the Provincial Department of Labrador Affairs, facilitate the implementation, ongoing evaluation and reporting of NG NIHB migrating the Provincial medical transportation program for Nunatsiavut Beneficiaries who are in receipt of income support along with the invoicing process;
- Lead the process, implementation and ongoing evaluation of the ADS interface for real-time processing of medical travel and related disciplines in collaboration with Labrador-Grenfell Zone;
- Prepare ongoing Request for Proposals (RFP), in collaboration with the NIHB team, legal counsel and finance department, to advertise for interested multidisciplinary service providers to deliver services in Nunatsiavut and/or ULM;
- Continuous review and oversight of the First Light Ground Transportation contract, in collaboration with DHSD Epidemiologist and NIHB Senior Management team, to explore cost efficiency of continuing to operate a ground transportation program in St. John's or consider taxi operation;
- Lead the ongoing renewal process, utilizing statistics and trends, to ensure cost effectiveness within the Ground Transportation contract;

Qualifications:

- A bachelor's degree in a health or health related field or business administration or human resources;
- Previous experience working within a Non-Insured Health Benefit program;
- Previous experience in project management;
- Previous experience in RFP and contract development;
- Excellent verbal and written communication skills, including strong computer and data entry skills;
- Liaise with stakeholders while maintaining program confidentiality;
- Leadership qualities and good understanding of client service delivery, and;
- Must be self-motivated, able to work with minimal supervision and lead a very busy and important team and independently problem solve.

Assets:

- Bilingual in the Inuktitut and English language;
- Preference will be given to a Beneficiary of the Labrador Inuit Land Claims Agreement.

Evaluation:

- Job performance evaluations will be conducted after six months probation and annually thereafter, this will be the responsibility of the Director of Health Services.

Contact:

careers@nunatsiavut.com

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

Responsibilities:

- Lead the ongoing renewal process, utilizing statistics and trends, to ensure cost effectiveness within the Maximus Canada contract;
- Lead the ongoing renewal process, utilizing statistics and trends, to ensure cost effectiveness within the Advanced Data Systems (ADS) contract;
- Explore, and if operationally and fiscally responsible, implement an electronic daily log system which will capture all NIHB Ground Transportation vehicle statistics and ongoing evaluation;
- In consultation with the NG-Support team explore and implement an automatic claims processing system for NIHB claims;
- Collaborate and provide ongoing support to the NIHB Manager with updating the NIHB SharePoint and NG Website platforms;
- Provide ongoing collaboration with NIHB Manager, Dental Analyst and NG Support team along with the Hygienist and Dentists to assess and facilitate the transition from the current manual dental billing process at the DHSD Regional Office in Happy Valley-Goose Bay to an electronic system;
- Provide ongoing collaboration with NIHB Manager, Dental Analyst and NG Support team along with the Hygienist and Dentists to complete an assessment of billings in Happy Valley-Goose Bay Regional Office for comparison of patients seen each visit vs community members/waitlist at community level;
- Collaborate with the NIHB Manager and NG Support team along with the DHSD Hygienist and Dentist to explore a secure referral process for dental patients;
- Provide ongoing support, policy development and improvement, in collaboration with the NIHB Manager and Director of Health Services to ensure a seamless, quality and efficient ground transportation division;
- Continuous collaboration with Indigenous Service Canada, NIHB Division;
- Develop and maintain continuous contract oversight to ensure Inuit content and representation;
- Maintains close working relationships with various other departments of NG (such as DHSD Finance and the NG Registry Office), and;
- Other related projects, assignments and/or duties as assigned by the immediate Supervisor.

Benefits:

- Competitive Paid Leave Package.
- Travel Benefit.
- Labrador Allowance.
- Group insurance including health and dental.
- Group pension.

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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.

SULIATSAK NALUNAIGUTINGA

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Suliatsangit:

- Kimiggunginnaluni ammalu nutânguttisiKattalugit NG, DHSD, NIHB ikajotet MalittaugiaKajumut atuaganganit ikajuttigellugit taikkununga NIHB suliaKattingit, Inositsiagittotitsigasuanimut Canadami, tainna Aulatsijik Ânniasiutiligijet kiggatotinginnut, NIHB Aulatsijinganut amma Tullia Ministeringanut Inositsiagittotitsigasuanimut;
- Pivalliatitsiluni ammalu kajusiutigijaujumut nutângutitsiKattaluni NIHB suliaKattet maligatsanginnik ammalu pusiigijaugiaKajunut ilonnainut suliaKapviujunut iluani NIHB Kimiggunginnalugit ammalu nutângutinginnaKattalugit;
- Ikajuttigenginnalutik Prâvinsikkunut, Prâvinsimi Tingijoligijingit (PAL) ammalu Mokami Travel atugiamut ammalu atuliatigiamut pusiigijaugajattumut atugunnagiamut utittitauKattagiaKajunut Prâvinsikkunut MTAP ikajotet suliatsaujunut ammalu ISMT suliangujumut;
- IKajuttigellugu tainna Tulligijaujumut Ministerimmut Inositsiagittotitsigasuanimut, Aulatsijimmut Ânniasiutiligijinginnut kiggatotinut ammalu NIHB Aulatsijinganik, ilagillugillu Prâvinsikkut SuliaKapvinga Labradorimi SuliatsagijaugiaKajunut, kamajiulluni atuliatigiamut, kajusiutigijauginnatuk Kimiggugiamut ammalu KaujittisiKattaluni NG, NIHB novalliajumut taipsumunga Prâvinsikkut Ânniasiutiliginimmut ingiggautiligijet suliangujumik ilinganiattumut Nunatsiavuttimut ikajotiKajunut niKitâtitsijikkut ikajuttauKattajunut ammalu suliagillugillu allakasâjait akilekKujauKattajunut pusiigijauKattajunut;
- Sivukkatiulluni pusiigijaujumut, atuliatigiamut, atuliatigiamut kajusiutigijaujumut taikkununga Kinugautiliuttaujunut sitontiluatsianik suliagijausonguKattaniammata Ânniasiupvinut ingiggasimajunut ammalu ilinganiKajunut ikajuttigesimajunut iluani Labrador-Grenfell killiniattausimajunut;
- Atuinnaugutisilluni kajusiutigijaujumut Kinugautinik (RFP), ikajuttigellugit NIHB iligengit, maligatsaligijet ukutigijauginnik ammalu kenaujaliginimmut suliaKapvinganik, Kinugautiliugiamut Kanuittusuatuinnanik kiggatuKattajunut sakKititsiKattajunut kiggatugunnagiamut ammalu/upvalu ULM-imi;
- Kimiggunginnalugit ammalu takujauKattangitunik ilingajumut First Light Nunakkut Ingiggautiligijet kântrakkinga, ikajuttigellugit DHSD Ânniasiutiligijinganik ammalu NIHB Angijutlet Aulatsijet iligengit, Kimiggugiamut akikinniasaugajattunut aulatsinginnagiamut nunakkut ingiggautingit suliagijauKattajuk St. John's-imi upvalu isumagijauKattajuk tâksinik aulatsijunut;
- Sivukkatiulluni nutângutitauKattagiaKajunut pusiigijaujumut, atuliatigiamut kititsiligijet ammalu pusiigijauKattanginnik, kamatsiagiamut atuniKatsiamangât iluani Nunakkojut Ingiggautet kântrakkingit;
- Sivukkatiulluni nutângutitauKattagiaKajunut pusinginnut, atuliatigiamut kititsiligijikkunit ammalu pusiigijauginnik, kamatsiagiamut akigijanga atuniKatsiamangât iluani taijamut Maximus Canada kântrakkingagut;
- Sivukkatiulluni kajusiutigijaujumut nutângutitauKattagiaKajunut pusinginnik, atuliatigiamut kititsiligijikkunit ammalu pusiigijauginnik, kamatsiagiamut akigijanga atuniKatsiamangât iluani Sivuppiagutigijausimajut Kaujigatsait Pusingit (ADS) kântrakkingit;
- Kimigguluni, ammalu aulatauppat jâri tamât imminik pigunapat, atuliatigiamut Kuatsânattukojumut ullu tamât aiKattaluni pusinginnut tigusiujumut ilonnanginnik NIHB Nunakkojunut ingiggautigijangit motakângit kititsilginimmut ammalu kajusiutigijaujumut Kimiggutaujunut;
- KaujimaKatigellugit NG ikajuttet iligengit Kimigguluni ammalu atuliatigiamut imminik pigunnatunuk Kinugautigijaujumut pusinginnik ilingajumut NIHB KinugautiliuttauKattajunut;
- Ikajuttigellugit ammalu sakKititsilutik kajusiutigijaujumut ikajotinik taipsumunga NIHB AtukigittauKattajumut ammalu NG Kaujigatsanginnik Kagitaujamettunut tungavinganut;
- SakKititsinginnalutik ikajuttigennimik taikkununga NIHB Aulatsijinganut, kigutiligijet Kimiggutanganut ammalu NG Ikajuttet iligenginnut taipsumungalu kigutinnut Salumasaiinganut ammalu kigutiligijaujumut Kimiggugiamut ammalu kamajiugiamut asianottaupalliajunut pisimajunit mânnaluatsiak Inunnut kigutiligijinnit akilitsatâgiaKajunut

Kaujisaallutit:

careers@nunatsiavut.com

Ottugautet âjausimagialet fimfiliak apvaKâttinagu matuttauvingata ullungani.

Suliatsangit:

- piusinginnut taikani DHSD NunakKatigengitut Suliakapvingani Happy Valley-Goose Bay-mi ilijauniammata Kagitaujait piusinginnut;
- SakKititsiluni kajusiutigijauniattumik ikajuttigenimmik taipsumunga NIHB Aulatsijinganut, kigutiligijet Kimiggutinganut ammalu NG ikajuttigejut iligenginnut ilagillugit kigutitut Salummasaijanganut ammalu kigutiligijujunut pijagegamut KimiggutaugiaKajunut akilitsatâgiamut Happy Valley-Goose Bay NunakKatigengitut Suliakapvingani ilinganiattumut atjigengitojunut takujaugiaKajunut atunik niuggumata atjigingitaminut nunalimmiunut/utakKititaujunut nunalinnejunut;
- âSakKititsinginnaluni ikajutwinimmik, maligatsanik pivalliatitsigiamut ammalu piunitsautigasuallugit, ikajuttigennikut taipsumunga NIHB Aulatsijinganut ammalu Aulatsijimmut Ânniasiutiliginimmik apomautiKaniangimut, piunitwaugasuattumut ammalu nâmmasiattumik nunakut ingigautiligijet suliakapvinganut;
- kajusinginnaKullugu ikajuttigenimmik taikkununga NunaKa-kâsimajuit kiggatotinginnut Canadami, NIHB Suliakapvinganut;
- Pivalliatitsiluni ammalu tigumianginnaluni kajusiutigijaujunimik kântrakkinik takujausimangitunut kamatsiagiamut Inuit pitagijangit ammalu kiggatuttuKullugit;
- Tigumialluni Kanittumik suliakKatigennimik Kanuittusuatinanik suliakapviujunut iluani NG (sollu DHSD kenaujaligijingit ammalu NG AtiKapiup Suliakapvingani), ammalu;
- Asigiallait ilinganiKajunut suliatsamut, suligijaugiaKajunut ammalu/upvalu suliatsagijaugiaKajunut tilijaumajunut tapvainak kamajimminut.

Initsamut Taijaujuk:

- Insuransikangitunut Inositsiagittotitsiagasuannimut ikajotet Maligatsanik Kimiggutik.

Kimiggutausimalluni:

- Suliatsanga piniannigisimajanga Kimiggutaulangavuk sâkset takKet nâgaimmata ammalu jâri tamânguniattumut, tamanna kamagijaualluni Aulatsijimmik Inositsiagittotitsiagasuannimut kiggatotinganut.

Ilisimausigigialingit:

- NalunaikkutaKalluni inositsiagittotinnimut upvalu inositsiagittotinnimut ilinganiKajunut upvalu suliatsanik aulatsigunnagiamut upvalu Inunnut suliakattiujunut;
- Sivungani suliakKasimalluni iluani Insuransikangitunut Inositsiagittotinnimut Ikajotet suliatsanginnut;
- Sivungani suliakKasimalluni suliatsanik aulatsigunnagiamut;
- Sivungani allaKattasimalluni KinugautigijauKattajunut ammalu kântrakkinik pivalliatitsisongulluni;
- UKâlatsiasongulluni ammalu allasiasongulluni KaujimaKatigennimik, ilautillugit sangijummik Kagitaujannik atusongulluni ammalu ilisiasongulluni Kaujigatsanik Kagitaujammut;
- KaujimaKatigekattaluni ilauKataujunut atautsikut tigumialluni suliatsanik siammatitaugiaKangitunik;
- Sivukkatiutsiasongulluni ammalu tukisimatsialuni Inunnut kiggatotinik, ammalu;
- Imminik pigumatsiakattaluni, suliakatsiasongulluni kamagijautsialugani ammalu suliatsaluviniKalluni ammalu ikKanattojunut imminik sittutitsigunangiamut apomautigijaujunut.

Ikajuvalligajuttuk:

- Suliakatsiasongulluni Akilittutaulluni nukKangaviujuni Akilittutaulluni.
- Namutuinnak aigalannimut IkajuttaugutiKalluni.
- Labradorimi IkajuttaugutiKalluni.
- katingautik Insurins-siKalluni ilagijautillugu inositsiagittotinnimik amma kigutiligijauunimi.
- katingautik utittitaugutik InutuKaunimmut.

Ikajotigijausot:

- Tamâgennik Inuktitut ammalu Kallunâtitut uKâlasongulluni;
- Pigumajauluagajattuk IkajotiKajut Labrador Inuit Nunamut Satusattausimajop AngiKatigegutinganut.

Kaujisaallutit:

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