

NON-INSURED HEALTH BENEFITS (NIHB) POLICY ANALYST

DEPARTMENT: HEALTH AND SOCIAL DEVELOPMENT

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.



DEPARTMENT: AKUNIULUNGITUMI ILONNAINIK SITONTIKALLUNI
TERM: PERMANENT FULL-TIME
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- Kimiggunginnaluni ammala nutânguttisiKattalugit NG, DHSD, NIHB ikajotet MalittaugiaKajumut atuaganganit ikajuttigellugit taikkununga NIHB suliaKattingit, Inositsiagitotitsigasuannimut Canadami, tainna Aulatsijik Ânniasiutiligijet kiggatotinginnut, NIHB Aulatsijinganut amma Tullia Ministeringanut Inositsiagitotitsigasuannimut;
- Pivalliatitsiluni ammala kajusiutigijaujumut nutângutitsiKattaluni NIHB suliaKattet maligatsanginnik ammala pusiugijauugiaKajunut ilonnainut suliaKapviujunut iluani NIHB Kimiggunginnalugit ammala nutângutinginnaKattalugit;
- Ikajuttigenginnalutik Prâvinsikkunut, Prâvinsimi Tingijoligijingit (PAL) ammala Mokami Travel atugiamut ammala atuliasigiamut pusiugijaujajattumut atugunnagiamut utittitauKattagiaKajunut Prâvinsikkunut MTAP ikajotet suliatsaujunut ammala ISMT suliangujumut;
- IKajuttigellugu tainna Tulligijaujumut Ministerimmut Inositsiagitotitsigasuannimut, Aulatsijimmut Ânniasiutiligijinginnut kiggatotinut ammala NIHB Aulatsijinganik, ilagillugillu Prâvinsikkut SuliaKapvinga Labradorimi SuliatsagijauugiaKajunut, kamajiulluni atuliaKittisigiamut, kajusiutigijaujaginnatuk Kimiggugiamut ammala KaujittisiKattaluni NG, NIHB novalliajumut taipsumunga Prâvinsikkut ânniasiutiliginimmut ingiggautiligijet suliangujumik ilinganiattumut Nunatsiavuttimut ikajotiKajunut niKitâtitsijikkut ikajuttauKattajunut ammala suliagillugillu allakasâjait akilekKujauKattajunut pusiugijauKattajunut;
- Sivukkatiulluni pusiugijaujumut, atuliaKittisilluni kajusiutigijaujut Kimiggutajunut taikkununga Kinugautiliuttaajunut sitontiluatsianik suliagijausonguKattaniammata ânniasiupvinut ingiggasimajunut ammala ilinganiKajunut ikajuttigesimajunut iluani Labrador-Grenfell killiniattausimajumut;
- Atuinngaguttisilluni kajusiutigijaujunut Kinugautinik (RFP), ikajuttigellugit NIHB iligengit, maligatsaligijet uKutjigijajinganik ammala kanaulaliginimmut suliaKapvinganik, Kinugautiliugiamut Kanuittusuatuinnanik kiggatuKattajunut sakKittisiKattajunut kiggatugunnagiamut ammala/upvalu ULM-imi;

- Kimiggunginnalugit ammalu takujauKattangitunik ilingajumut First Light Nunakkt Ingiggautiligijet kântrakkinga, ikajuttigellugit DHSD Ânniasiuutiligijinganik ammalu NIHB Angijutlet Aulatsijet iligengit, Kimiggugiamut akikinniasau-gajattunut aulatsinginnagiamut nunakkt ingiggautingit suliaigijauKattajuk St. John's-imi upvalu isumagijauKattajuk tâksinik aulatsijunut;
- Sivukkatiulluni nutângutitauKattagiaKajunut pusingijaujut, atuKattalutik kititsiligijet ammalu pusingiKattajanginnik, kamatsiagiamut atuniKatsiamangât iluani Nunakkojut Ingig-gautet kântrakkingit;
- Sivukkatiulluni nutângutitaugiaKajunut pusinginnut, atu-Kattaluni kititsiligijikkunit ammalu pusingijanginnik, kamatsiagiamut akigijanga atuniKatsiamangât iluani tajjamut Maximus Canada kântrakkingagut;
- Sivukkatiulluni kajusiutigijaujumut nutângutitaugiaKajunut pusinginnik, atuKattaluni kititsiligijikkunit ammalu pusingi-janginnik, kamatsiagiamut akigijanga atuniKatsiamangât iluani Sivuppiagutigijausimajut Kaujigatsait Pusingit (ADS) kântrakkingit;
- Kimigguluni, ammalu aulatauppat jâri tamât imminik pigun-napat, atuliaKittisigiamut Kuatsânattukojumut ullu tamât aiKattaluni pusinginnut tigusiujumut ilonnanginnik NIHB Nunakkojunut ingiggautigijangit motakângit kititsilginimmut ammalu kajusiutigijaujunut Kimiggutaujunut;
- KaujimaKatigellugit NG ikajuttet iligengit Kimigguluni amma-lu atuliaKittisilluni imminik pigunnatunik Kinugautigijaujunut pusinginnik ilingajumut NIHB KinugautiliuttauKattajunut;
- Ikajuttigellugit ammalu sakKititsilutik kajusiutigijaujunut ika-jotinik tapsumunga NIHB AtukatigettauKattajumut ammalu NG Kaujigatsanginnik Kagitaujamettunut tungavinganut;
- SakKititsinginnalutik ikajuttigennimik taikkununga NIHB Aulatsijinganut, kigutiligijet Kimiggutinganut ammalu NG Ikajuttet iligenginnut taipsumungalu kigutinit Salum-masajinganut ammalu kigutiligijuijunut Kimiggugiamut ammalu kamajugiugiamut asianottauvalliajunut pisimajunit mânnaluatsiak Inunnut kigutiligiiinnit akilitsatâgiaKajunut

Nunatsiavut kavamanga atjiggettisiKattatuk suliatsasiuttunik tavatuak pigumajauluaKattatut ikajuttaugutilet Labrador Inuit Nunamik Satusainnimut AngiKati-
tigegutingani. Ottugajuit allasiasimakKujaujut Nunatsiavut ikajuttaugutilet numuranganik allavitsangata pigianningani suliatsasiugutimmillonnet ottugannimi.

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 Salummasaiinganut 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, ikajuttigenimmik taipsumunga NIHB Aulatsijinganut ammalu Aulatsijimmut Ânniasiutiliginimmik apomautiKaniangimut, piunitwaugasuattumut ammalu nâmmasiattumik nunakut ingigautiligijet suliakapvinganut;
- kajusinginnaKullugu ikajuttigenimmik taikkununga NunaKaKâsimajuit kiggatotinginnut Canadami, NIHB Suliakapvinganut;
- Pivalliatitsiluni ammalu tigumianginnaluni kajusiutigijaujunumik kântrakkinik takujausimangitunut kamatsiagiamut Inuit pitagijangit ammalu kiggatuttuKullugit;
- Tigumialluni Kanittumik suliakKatigennimmik 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 KaujimaKatigennimmik, 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 inositsiagittotinnimmi amma kigutiligijauunimi.
- katingautik utittitaugutik InutuKaunimmut.

Ikajotigijausot:

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

Kaujisaallutit:

careers@nunatsiavut.com

Ottugautet âjausimagialet fimfiliak apvaKâttinagu matuttauvingata ullungani.