



NIHB ANALYST

Department: Health & Social Development

Term: Casual

Community: Happy Valley-Goose Bay

Closing: January 27, 2025

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.

Benefits:

- 4% vacation pay.

Contact:

careers@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.

NIHB-MI KAUIJISATTISAK

suliaKapvik: SuliaKapvinga Inositsiagittotitsijet Inuillu Pivalliatitsanginnut

Kanga: KaikKujaugutik SuliaKajutsait

Nani: Happy Valley-Goose Bay-imi

killilipvinga: Januar 27, 2025

kamagijatsat:

- Kimiggugiamut, âkKigiattaugajanninganik, isumatsasiugutiKallunilu ânniasiuipviliajunik 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 ânniasiuipviliattut ingiggausinik pigumappata tilijaugunnilonnet aulatsijinut, malillugit nâlallugillu suliatialigijet (sollu: suliatianik piagesimagaluaguni ullukut, unnusanni, suliatianik nukKangannimi vogiup nâninginni, nukKangannimillu).
- TusâjiKagiaKajunik Inuttotitsijitsiulluni ikajugialik pigumajautuappata NIHB ânniasiuipviliatunginnut.
- Asinginnilu suliatianik tilijauguni Aulatsijinganut.

Ilisimausigigialingit:

- Maggonik jârenik nalunaikkutaKalluni ilinniaivitsuamit atjigalanganillonnet ilinniasimalluni, piusiKasimallunilonnet.
- SuliaKasimalluni ânniasiuipvimi.

Ikajuttauvalliutigigajattanga:

- SuliaKapvimi Malittaugialinnik pitaKagialik polesikkunit.

Ikajuttaugotet:

- 4% -timi nukKangaviujuni pigiaKaguni ikajuttaugutiKalluni.

Kaujisallutit:

careers@nunatsiavut.com

Ottugautet âjausimagialet fimfiliak apvaKâttinagu matuttauvingata ullungani.