

MENTAL HEALTH PROGRAM ANALYST

Department: Health & Social Development

Term: Permanent Full-Time

Community: Nunatsiavut (Nain, Hopedale, Makkovik, Postville, Rigolet)/Happy Valley-Goose Bay

Closing: May 9, 2025

Responsibilities:

- Update of the ADS interface for real-time processing of mental health NIHB related travel in collaboration with Labrador-Grenfell Zone and other partners (as required);
- Lead the ongoing review process for mental health private providers with NIHB, and to update the approved provider list in real time;
- Lead the ongoing review process of private mental health applications, and update ADS accordingly;
- Lead the ongoing review process of travel requests related to treatment travel, and coordinate with the NG NIHB staff to support approved requests;
- Lead the review process for requests related to block counselling, and coordinate with NG NIHB staff to support approved requests;
- Put forward requests to the program manager that do not meet the eligible requirements for the mental health NIHB program;
- Explore, and if operationally and fiscally responsible, implement an electronic daily log system which will capture all Mental Health related NIHB statistics along with ongoing evaluation and quality improvements;
- Collaborate and provide ongoing support to the case manager, with updating the NIHB Mental Health SharePoint and/or Microsoft Teams, and NG Website platforms;
- Provide ongoing collaboration with the program manager where needed, and to process payments related to NIHB mental health, and assessment of billings

Qualifications:

- Minimal two-year diploma from a recognized college in the field of business administration with 1-2 years of related experience. Combination of education and/or experience will be considered
- Previous experience working within a Non-Insured Health Benefit program is an asset;
- 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,

Responsibilities:

- Continuous collaboration with Indigenous Service Canada, NIHB Division as it relates to mental health NIHB;
- Maintain close working relationships with the various departments of NG (such as Finance and the NG Registry Office),
- Other related projects, assignments and/or duties as assigned by the immediate Supervisor.

Assets:

- Bilingual in Inuktitut and English.

Benefits:

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

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.

INOSITSIAGITTOTITSIJET IKAJOTIUJUT KAUISATTISAK

suliaKapvik: SuliaKapvinga Inositsiagittotitsigasuanimut Inuillu Pivalliaqutitsanginnut

Kanga: SuliaKainnaluni Ilonnainik sitondiKalluni

Nani: Nunatsiavut (Nain, Hopedale, Makkovik, Postville, Rigolet)/Happy Valley-Goose Bay

killilipvinga: Mai 9, 2025

kamagijatsat:

- SakKitsiluni ullutamâgalak kamagijausimanninginnik NIHB-kut Inositsiagittotitsijet Ikajuttaugutilet Piusiugialinnik, maligatsangitigut, piusigijaugialik atuaganginni ikajuttigen-niKatsialuni sivukkatinut;
- kamalluni atuliaKittitaugutunik kamausiujuunik Sivuppiati-gasuallugit AllaKutet Paigijautsiagutitsanginnilu Kanuk ingigganingitigut Inositsiagittotitsinimmi atjigettigasuallugit ingiggaKattanimmut;
- AulatsiKattaluni NIHB-kut angitauagesimajumi Inositsiagitto-titsijet tunitjigiaKattisijet, ilaillugit tatattugait KimiggutauKat-taningit, tigumiallugit tunitjigiaKattisijet allasimajuni, amma sulitsiamangâta kenaujaligijet Kanuk ingiggitatautsiaKullugit;
- Kimiggulugit amma Kanuk ingiggitatautsianiKammangâta kiggatuttaningit ikajuttaugialet tatattuganginnik nammin-iujunik Inositsiagittotitsijet Kimiggusongulittilugit, kamagia-jaunnisanut ânniasiuutut Kinuagijaugutet, amma angitau-nitsanginnik aulatautillugit isumagijaujunut Ilagengujunut;
- katitsulugit amma Kaujisatsialugit Kaujisattausimajut al-latausiajuut NIHB-kut Inositsiagittotitsijet Kaujisattausimajut ikajuttaugutiunialittilugit piusiumititsigutiunialittilugit;
- IkajuttigenniKatsialutik Sivukkatinik nutângutitausimajunik Kagitaujatigut katitsutausimajunik atujausonik suliasalittâ-junik amma Kanuk ingigganingit akilittutauningitigut pitjuti-linnik isumatsiagittotitsijet ikajosigijanginnik;
- Tigumiatsainalutik songunimmik Ikajuttigenniujuunik NunaKakKâsimajuit Ikajuttaugutinginnik kanatami, Nk suliaKapvinginni, amma asingitigut kamatsialutillu apomau-tiKattisikattagatik ikajotiujuunut suliajigijaujuni tunitjinikkut;
- Pikkulugit asingit atjigettijut suliajugutitigut suliajigaukKu-jaujunut kamajiujuumut

Ilisimausigigialingit:

- IlisimausiKalluni nalunaikkutamik Inositsiagittotitsijet – atjigalanganik upvalu kenaujaliugutitut aulatsijiunimmut nalunaikkutaKalluni (3) pingasunik, (5) tallimanilonnet jârini suliaKasimanniKalluni isumâlotigijaulualâtut;
- SuliaKasimanniKalluni suliatsumoi aulatsijiusimannimik;
- SuliaKatsiasongulluni piujummagimmik Kagitaujatigut Microsoft Word, Excel-limillu amma Kaujisattaumajunik piulimajaujuni suliaugutKattajuni

Suliatatâgutaugunnatut:

- Tamâginnik Inuttitut Kallunâtutillu UKâlasongulluni allasongullunilu

Ikajuttaugotet:

- SuliaKatsiasongulluni Akilittutaulluni nukKangaviujuni Akilittutaulluni
- Namutuinnak aigalannimut IkajuttaugutiKalluni
- Labradorimi IkajuttaugutiKalluni
- katingautik Insurins-siKalluni ilagijautillugu inositsiagittotitsinimmi amma kigutiligijauunnimi
- katingautik utittitaugutik InutuKaunimmut

Kaujisallutit:

careers@nunatsiavut.com

Ottugautet âjausimagialet fimfiliak apvaKâttinagu matuttauvingata ullugani.