

NIHB ANALYST

Department: Health and Social Development

Term: Permanent Part-time

Community: Happy Valley-Goose Bay

Closing: December 4, 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:

- Competitive Paid Leave Package
- Travel Benefit
- Labrador Allowance
- Group pension

Contact:

careers@nunatsiavut.com

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

NIHB-MI KAUJISATTISAK

suliaKapvik: Inositsiagittotsijet Inuillu Pivalliatitsanginnut

Kanga: SuliaKannanialluni Ilakunik-sitontiliulluni

Nani: Happy Valley-Goose Bay-imi

killilipvinga: December 4, 2025

kamagijatsat:

- Kimiggugiamut, âkKigiattaugajanninganik, isumatsasiuguti-Kallunilu ânniasiuipviliajunik ingiggausiKagumalimmata
- Kagitaujattigut neniKattagialik NIHB-kut Kaujisautinginnik – Ingigganimmut 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 pijagesimagaluguni ullukut, unnusanni, suliatianik nukKangannimi vogiup nâninginni, nukKangannimillu)
- TusâjiKagiaKajunik Inuttotitsijitsiulluni ikajugialik pigumajautuappata NIHB ânniasiuipviliatunginnut;
- Asinginnilu suliatianik tilijauguni Aulatsijinganut

Ilisimausigigialingit:

- Maggonik jârenik nalunaikkutaKalluni ilinniavitsuamit atjigalanganillonet ilinniasimalluni, pusiKasimallunillonet
- SuliaKasimalluni ânniasiuipvimi

Ikajuttauvalliutigigajattanga:

- SuliaKapvimi Malittaugialinnik pitaKagialik polesikkunit

Ikajuttaugotet:

- Atjungittumik suliaKagani nukKangause;
- Ingiggautitsat ikingit;
- Labradorimennimut akilittutaugusik;
- Ilonnâgut Ittusiutitsak

Kaujisallutit:

careers@nunatsiavut.com

Ottugautet âjausimagialet fimfiliak apvaKâttinagu matuttauvingata ullugani.