

NIHB ANALYST

Department: Health and Social Development

Term: Casual

Community: Happy Valley-Goose Bay

Closing: June 25, 2026

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.

NIHB-MI KAUJISATTISAK

SuliaKapvinga: Inositsiagittotitsijet Inuillu Pivalliatitsanginnut

SuliaKautigigialingit: Kangaulippat SuliaKajutsak

Nani: Happy Valley-Goose Bay-imi

killilipvinga: Joni 25, 2026

kamagijatsat:

- Kimiggugiamut, âkKigiattaugajanninganik, isumatsasiuguti-Kallunilu ânniasiuupviliajunik 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 ânniasiuupviliattut ingiggausinik pigumappata tilijaugunnillonnet
- aulatsijinut, malillugit nâlallugillu suliatialigijet (sollu: suliatianik pijagesimagaluaguni ullukut, unnusanni, suliatianik nukKangannimi vogiup nâninginni, nukKanganimillu)
- TusâjikKagiaKajunik Inuttotitsijitsiulluni ikajugialik pigumajautuappata NIHB ânniasiuupviliatunginnut;
- Asinginnilu suliatianik tilijauguni Aulatsijinganut

Ilisimausigigialingit:

- Maggonik jârenik nalunaikkutaKalluni ilinniavitsuamit atjigalanganillonnet ilinniasimalluni, piusiKasimallunillonnet
- SuliaKasimalluni ânniasiuupvimi

Atuvalligajattut:

- SuliaKapvimi Malittaugialinnik pitaKagialik polesikkunit

Ikajuttaugotet:

- 4% -timi nukKangaviujuni pigiaKaguni ikajuttaugutiKalluni

Kaujisaallutit:

careers@nunatsiavut.com

Ottugautet âjausimagialet fimfiliak apvaKâttinagu matuttauvingata ullungani.