



NIHB Coordinator

Department: Health Services
Posting Date: Friday, December 15, 2023
Location: Nipissing First Nation, ON
Schedule: Standard Work Week
Job type: Fulltime/Permanent
Vacancies: 1
Reports To: Manager, Healthy Living
Starting Salary: \$39,967.20

What you'll do in the role

- Maintaining current knowledge, understanding and application of the policy frameworks, agreements and guidelines associated with the NIHB program and those associated with provincial funded health care services
- Ensuring all consent processes are followed when handling client information · Supporting and/ or advocating for clients accessing the NIHB program · Supporting clients in the completion of appeals including conducting further investigation or collection of information to facilitate this process
- Support or process client application for NIHB long distance medical transportation
- Processing requests for travel coverage for external Traditional Healer visits as per NIHB guidelines
- Assisting clients in scheduling local and long-distance medical transportation trips including booking accommodations or arranging for bus/ air/ train travel
- Participate in case management meetings to provide information and direction as it relates to NIHB
- Acting as resource to other staff and/ or agencies about matters related to NIHB · Complete client or trip data entry into electronic or digital systems to facilitate client request and/ or reports
- Review NFN financial statements and prepare reports including reconciliations and audits as required
- Submit activity and financial reports funder, as per agreement schedules for medical transportation services
- Prepare and distribute general information related to NIHB health benefits to NFN community
- Ensuring regular communications are distributed about the NFN Medical Health Fund (MHF) including eligibility, process to access and deadlines.
- Conducting at a minimum an annual review of the MHF policy and where required providing revisions for review.
- Acting as the resource for community members and program staff and responding to inquiries about the MHF.
- Reviewing requests to ensure usage of other programs (i.e., work benefit programs, Jordan's Principle) is prioritized before accessing MHF.



Employment Opportunity

- Receiving and reviewing MHF requests to determine an approval or denial. Where approved, processing reimbursements to community members or payment to service provider.
- Completing a tracking report and ensuring reimbursements are within allowable limits.
- Preparing at a minimum an annual report on MHF usage
- Preparing and submitting an annual Enhancement Fund request based on prior year usage
- Ensuring indemnification documents are current and on record for each MT Driver.
- Ensuring the MT vehicles have current registration and insurance documentation.
- Reviewing client schedules, activity sheets and vehicle logs and processing payment for MT Drivers.
- Occasionally, supporting the Receptionist- Program Support Clerk in reviewing and making decisions about the local MT trip schedules when the number of trips and destinations challenges efficiency and timeliness.

Just a few reasons to join Nipissing First Nation

- Opportunity to work with a dynamic team with career growth across multiple departments
- Nipissing First Nation prides itself in providing its employees with job security, competitive wages and a safe working environment.
- On-the-job training to support your success in the role
- A defined contribution pension plan
- Comprehensive Health Plan including Medical, Dental, Vision, Life and Disability insurance
- Casual dress
- Better than average vacation and leave packages

What you bring to the table

- Respect for Indigenous culture and willingness to learn Ojibwe
- Must have post-secondary diploma in business, office administration or Social Services Worker; or the equivalent in relevant work experience including program administration, budgets, and reporting
- A minimum of two (2) years' experience in an office setting
- Current First Aid and CPR with AED and Naloxone training or willingness to obtain upon employment.
- A valid Ontario Class "G" Driver's License and access to a reliable personal insured vehicle
- A recent (within 3 months) Criminal/Police Records Check and Vulnerable Persons Check
- Knowledge of First Nations culture and language an asset
- Knowledge of First Nation health wellness and priorities
- Knowledge health care benefit programs
- Knowledge of basic medical terminology, procedures, and processes
- Ability to enter data into electronic or digital health systems with a high degree of accuracy
- Ability to work effectively and liaise with other agencies within and outside the community
- Ability to understand and apply content and direction provided in agreements.
- Knowledge of program reporting including budgets
- Excellent written and verbal communication skills
- Excellent interpersonal skills, problem solving abilities and conflict resolution skills.



Employment Opportunity

- Excellent time management, organizational and administrative skills
- Ability to work in a manner respectful of First Nations culture, values, and beliefs.
- Ability to protect the personal health information of clients and maintain a high degree of confidentiality
- Proficient computer experience in Office 365
- Ability to act professionally and work with minimal supervision.
- Ability to work as a multi-disciplinary team member
- Ability to work flexible hours on short notice

Application Deadlines:

Nipissing First Nation adheres to the following process for our recruitment practices.

Closing January 5, 2024 - 1st Round

- Opportunities are open to all registered Nipissing First Nation members. Please advise your status in your application
- Applicants who are considered Round 2 or Round 3 will not be considered, regardless of when the application is received
- If no suitable candidate is found, the process will proceed to Stage Two

Closing January 12, 2024 - 2nd Round

- Opportunities are open to spouses and children of registered Nipissing First Nation members and registered members of other First Nations. Please advise your status in your application
- Applicants who are considered Round 3 will not be considered, regardless of when the application is received
- If no suitable candidate is found, the process will proceed to Stage Three

Closing January 19, 2024 - 3rd Round

- Opportunities are open to all applicants (status and non-status)
- The posting will be open until filled

If you are excited by this opportunity and want to be a part of Nipissing First Nation, please apply online by emailing your cover letter and resume to resumes@nfn.ca no later than 4:30pm on the application deadline noted above.

Are you a member of NFN? If so, please read below:

- ✓ *Nipissing First Nation supports the training and growth of their members and strongly encourages their members to apply to positions.*
- ✓ *Work experience and training opportunities are taken into consideration when screening applications.*
- ✓ *Nipissing First Nation members are encouraged to apply to all rounds of employment postings.*
- ✓ *As per Section 24(1)(a) of the Ontario Human Rights Code, Nipissing First Nation gives preference to First Nation applicants for any employment opportunities.*

Miigwech to all applicants for their interest; however only those selected for an interview will be contacted.



Employment Opportunity