



## EMPLOYMENT OPPORTUNITY

### NIHB Program Coordinator

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**Department:** Health Services

**Posting Date:** January 31, 2025

**Location:** Nipissing First Nation, ON

**Schedule:** Standard Work Week/35hrs

**Job type:** Permanent – Full Time

**Vacancies:** 1

**New or Existing Position:** Existing

**Reports To:** Manager, Healthy Living

**Starting Salary:** \$40,768.00

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#### 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
- Prepare and distribute general information related to NIHB health benefits to NFN community
- Work in collaboration with NFN staff to ensure smooth coordination of all benefit programs
- 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
- Complete and submit administrative reports (leave requests, calendars, monthly reports etc.) promptly.
- Participate constructively as a team member in staff meetings, seminars, and training sessions as required.
- Participate in a performance appraisal and/ or employee feedback processes.

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- Fully respect and abide by all aspects of the Health Centre and the Nipissing First Nation standards, policies, and procedures.
- Act in a professionally appropriate manner both when and when not working and be a positive role model for clients and the Nipissing First Nation community; and
- Make reasonable effort to maintain in good order the property of NFN Health Services
- Notify the Director of Health Services or designate of any occurrence involving person or property and follow reporting protocols.
- Complete other job-related duties as may be assigned by the Manager, Healthy Living or Director of Health
- Typical office environment with minimal exposure to excessive noise or adverse environmental issues
- Minimal travel is required and exposure to heat, cold, inclement weather conditions, and occasional environmental hazards.
- Participate in both internal and external community initiatives/efforts which support optimal levels of wellbeing (i.e., NFN Service Integration)
- Participate in larger scale collective efforts that promote community wellness (i.e., special funding projects, etc.)
- Represent NFN and Health Services in both internal and external committee memberships as deemed appropriate
- Prepare and distribute documents, forms, flyers, or other communications as needed
- Receive and review submissions for community reimbursement programs such as recreation and medical health fund
- Contact client to request clarification or further information as needed
- Maintain a register of submissions received to date, type, and amount eligible
- Prepare and submit reimbursements for signature and processing of payments
- Perform all other duties assigned by your Manager

#### **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

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### 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
- Must have 2 years work experience in a similar role.
- 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.
- 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 - 1st Round February 14<sup>th</sup>, 2025**

- 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 - 2nd Round February 21<sup>st</sup>, 2025**

- 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



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- 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 - 3rd Round February 28<sup>th</sup>, 2025**

- 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](mailto: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.**