

Location:

Happy Valley Goose Bay, NL

Department:

Health & Social Development

Term:

Casual

Closing Date:

November 30, 2023

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

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.

Nani:
Happy Valley – Goose Bay, NL
suliaKapvik:
SuliaKapvinga Inositsiagittotitsijet Inuillu Pivalliatitsanginnut
Kanga:
KaikKujaugutik SuliaKajutsait
killilipvinga:
November 30, 2023
kamagijatsat:
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Ikajugajattuk:
• SuliaKapvimi Malittaugialinnik pitaKagialik polesikkunit

Kaujisallutit:

careers@nunatsiavut.com

Ottugautet âjausimagialet fimfiliak apvaKâttinagu matuttauvingata ullungani.

Nunatsiavut kavamanga atjigettisiKattatuk suliatiasuuttunik tavatuak pigumajauluaKattatut ikajuttaugutilet Labrador Inuit Nunamik Satusainnimut AngiKatigegutingani. Ottugajuit allasiasimakKujaujut Nunatsiavut ikajuttaugutilet numuranganik allavitsangata pigianningani suliatiasuugutimillonnet ottugannimi.