



## **EMPLOYMENT OPPORTUNITY –Wolastoqey Tribal Council Inc.** **Non-Insured Health Benefits (NIHB) Navigator**

### **Overview:**

The Wolastoqey Tribal Council Inc. is looking to fill the position of NIHB Navigator. The NIHB Navigator is responsible for advocating on behalf of and supporting New Brunswick and PEI First Nation clients, communities, and organizations in accessing NIHB benefits and services.

### **Key Responsibilities:**

The NIHB Navigator will be responsible for implementing a client base assistance program for First Nations to access NIHB services from Health Canada. This is a position that requires flexibility, confidentiality, professionalism and compassion. The ideal candidate will have a strong knowledge of the First Nation Inuit Health Branch (FNIHB) with emphasis on the policies and processes within NIHB.

### **Duties:**

- Educate and inform First Nations in New Brunswick and PEI on the NIHB appeals and drug exception process;
- Liase with health professionals on the significant cultural differences impacting health of First Nation individuals and communities;
- Communicate effectively with clients and organizations to identify problems/issues and advocate on behalf of clients for resolution with FNIHB officials;
- Participate in training, orientation sessions, conferences and meetings as required with FNIHB officials to develop and maintain a comprehensive understanding of FNIHB policies;
- Develop and prepare communication materials for different audiences including briefings, reports, presentations and other documents as required;
- Regular reporting to WTCI Board of Directors and staff;
- Other duties as requested by the Executive Director.

### **Requirements:**

- Minimum of post-secondary degree from a recognized institution in a health, social work or other related field. Relevant experience may also be considered;
- 3- years experience working with First Nations in NIHB or health related fields;
- Excellent critical thinking skills and the ability to exercise good judgment and solve problems quickly and effectively;
- Excellent verbal and written communication skills;
- Highly organized with a strong ability to manage multiple projects and priorities with minimal supervision;
- Ability to build and maintain effective relationships and networking;
- Proficiency with Microsoft programs including Word, Access, Excel, & PowerPoint etc.
- Valid Class 5 Driver's license and access to a vehicle. Candidate must also show a willingness to travel.
- A working knowledge of First Nation communities, culture, social concerns and language is essential.

Remuneration is commensurate with qualifications and experience. Working location is Kchikhusis Commercial Centre, St. Mary's First Nation, New Brunswick. Start date is July, 2019. Applications should be submitted in confidence via email, with the subject line "NIHB Navigator", to: [human.resources@wolastoqey.ca](mailto:human.resources@wolastoqey.ca). The deadline for applications is **June 24<sup>th</sup> at 12 noon**.

**Only those selected for an interview will be contacted.**