



Employment Opportunity (2 Positions)

Job Title: Non-Insured Health Benefits (NIHB) Support Specialist, Full-time Permanent Position.

Location: One position in each of the areas listed: Stephenville and Corner Brook

Salary: \$35,000.00 per year, 35 hours per week.

Job Description:

The NIHB Support Specialist will ensure the efficient delivery of financial, administrative and clerical services in the processing of NIHB claims.

The NIHB Support Specialist will comply with established organizational policies and procedures. Duties include the coordination and processing of NIHB claims, creation of records, adherence to Records Management procedures, monitoring of payments. Ensuring that client's and provider's claims are processed in a timely manner.

Responsibilities:

- Preparation of documents using: computer word processing, spreadsheet, and database software
- Ensure recipient information is correctly inputted into the claims processing system
- Respond to member queries regarding claims
- Respond to members queries regarding mental health counselling
- Processing and coordination of accommodations, transportation and meals for members following Health Canada's guidelines
- Processing and coordination of member's Non-Insured Health Benefit claims
- Preparation of preapprovals and processing of mental health counselling claims
- Provide secretarial and administrative support to management and other staff, as required
- Ensure files are stored and maintained as per the Qalipu Electronic Records Management System and Quality Management Protocols
- Other duties as required

Qualifications: Post-secondary education in Office or Business Administration or other similar education. Medical Terminology, previous experience or exposure to working in a medical environment may be considered.

The successful candidate will possess:

- Knowledge of office administration and records management procedures
- Knowledge of data entry systems
- Confidentiality concerning client health and financial records
- Excellent interpersonal and communications skills
- Analytical and problem solving skills

- Attention to detail and high level of accuracy
- Effective organizational skills
- Excellent computer skills including the ability to operate spreadsheet and word-processing programs

Working Conditions:

This is an office based position with duties predominantly met during regular working hours. Some travel, overtime and flexibility of work schedule may be required.

Apply:

Please apply electronically using MS Word with cover letter, resume and three business references to: jobopportunities@qalipu.ca with subject line: “**NIHB Support Specialist**”. Please indicate in your cover letter which location you are applying for.

Qalipu First Nation
Attention: Mrs. Janet McAuley, Office Manager
3 Church Street
Corner Brook, NL A2H 2Z4

Deadline for receipt of Cover Letter and Resume: Friday, February 8th, 2019 at 4:00 pm.

Please note:

The following items are required: Diplomas/certificates for Post-Secondary Education and Training and a Code of Conduct with a Vulnerable Sector Query is required.

If you are a member of the Qalipu First Nation, please indicate it in your cover letter.