



Manitoba Keewatinowi Okimakanak Inc.

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HEALTH BENEFITS ANALYST TRADITIONAL HEALING PROGRAM Thompson Sub-Office – Full Time Position

Are you an experienced **Health Benefits Professional** who is intrigued by the opportunity to work with a new transitioned Health Benefits Program for Indigenous Manitobans? If so, **let's talk!**

Your opportunity:

- You will process non-insured health benefit (NIHB) decisions and payments to eligible clients and service providers
- You will work as part of a team with others like yourself who are dedicated to work which has real value and meaning in the lives of Indigenous people in Manitoba
- You will apply your skills, talents, and passion for the benefit of others
- You will enjoy the satisfaction that comes from knowing your work is much more than just a job

As the Health Benefits Analyst, you will:

- Review and process stakeholder requests to ensure eligibility, accuracy and compliancy
- Audit accounts to verify costs and benefit eligibility in preparation for payment
- Answer provider and client questions and billing inquiries
- Provide case recommendations and analysis
- Assisting with engagement sessions for stakeholders
- Assisting the Program Manager in supporting service agreements and funding tendering process
- Assist other team members of the MKO Mental Health Wellness team

You bring:

- Excellent organization skills and the ability to set priorities
- Strong initiative and the ability to work independently while functioning as part of a team
- Ability to set priorities, handle multiple tasks simultaneously and meet deadlines
- Minimum 1-2 years of experience in an office/administrative environment
- Proficient computer skills including: MS Office; Internet; Word and E-mail
- Post-secondary education in an administrative field or equivalent
- A sensitivity and understanding of culture, language and issues relevant to Indigenous communities
- Current and satisfactory background check with security clearance to work with vulnerable clients

Salary is dependent upon qualifications and experience. If this sounds like the right fit for you. Please email your cover letter and resume by **4:00PM December 3, 2020** to:

Dorothy Smith – dorothy.smith@mkonorth.com.

Only those applicants considered for further review will be contacted.

Incorporated in 1981 as the Manitoba Keewatinowi Okimakanak (MKO), MKO is a non-profit, political advocacy organization that provides a collective voice on issues of inherent, Treaty, aboriginal and human rights for the citizens of the 26 sovereign First Nations we represent. The MKO First Nations are signatory to Treaties 4, 5, 6 and 10.