



Manitoba Keewatinowi Okimakanak Inc.

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Winnipeg Sub-Office
Suite 102-1700 Ellice Avenue
Winnipeg, Manitoba
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Employment Opportunity Assistant Manager, Traditional Healer Program Full Time Position – Thompson, MB

Under the direction of the Traditional Healer Program (THP) Manager, the Assistant Manager will process non-Insured health benefit (NIHB) decisions and payments to eligible clients and service providers and assist with supervisory duties. All work will be carried out in a manner that is consistent with MKO policy and cultural protocols in working with Elders, Traditional Healers, or Indigenous Knowledge Keepers.

Roles and Responsibilities

- Answer provider and client questions and billing inquiries.
- Review and process Traditional Healer requests to ensure eligibility, accuracy, completeness and compliancy per THP Program.
- provide case recommendations and analysis to the Traditional Healer Program Manager and/or support to medical consultants or stakeholders.
- Input statistical process into database as required.
- Maintain an updated database constant with the program and record keeping requirements of the MKO funding agreement for reporting purposes.
- Assist where required to carry out a tendering process to request for funding proposals and the selection and review process for traditional healing services.
- Assist with the execution of individual service agreements to provide traditional healing services.
- Assists other team members of the MKO Mental Health Wellness team and carry out other duties as needed and assigned.

Education and Experience

- Minimum 1-2 years of experience in an office/administrative environment.
- Proficiency with MS Office, Internet, Excel, Word, and E-mail is required.
- College diploma in an administrative field or equivalent.
- Proficient note taking during meetings, and ensure all written documents are processed in a timely manner.
- Ability to set priorities, handle multiple tasks simultaneously and meet deadlines.
- Strong initiative with the ability to work independently while functioning as part of a team.
- Excellent organizational skills, attention to detail and follow through.
- A sensitivity and understanding of culture, language, and issues relevant to Indigenous communities.
- A current police security clearance and satisfactory criminal records check including clearance to work with vulnerable men, women, youth, and child intervention.
- Satisfactory child abuse registry check.

Salary is dependant upon qualifications and experience

Interested applicants are invited to submit their cover letter identifying the position applying for and resume, along with 3 professional reference listings (include a most recent employer reference) by:

4:00 PM on July 24, 2023 to:

Shawna Flett at employment@mkonorth.com

We thank all who apply and advise that only those selected for further consideration will be contacted. No phone calls will be accepted.

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, Indigenous, and human rights for citizens of the 26 sovereign First Nations we represent. The MKO First Nations are signatory to Treaties 4, 5, 6, and 10.

Please visit our website at mkonation.com