



ATLANTIC POLICY CONGRESS
OF FIRST NATIONS CHIEFS SECRETARIAT

**APC Employment Opportunity
Non-Insured Health Benefits (NIHB) Navigator**

**Full Time Term Position until March 31, 2023
(With possibility of renewal)**

Description: The NIHB Navigator is responsible for advocating on behalf of and supporting Atlantic First Nations clients, communities, and organizations, to resolve NIHB and other health related issues.

The NIHB Navigator will be responsible for implementing a client base assistance program for First Nation clients to access NIHB services from Health Canada. This is a position that requires flexibility, confidentiality, travel, and professionalism with strong knowledge in First Nation Inuit Health Branch (FNIHB) directives/frameworks/approvals process and appeal process.

Who Can Apply: Applicants should possess a relevant post-secondary degree from a recognized post-secondary institution. A combination of comparable, relevant, and recent education and work experience will also be considered.

Experience: Applicants must have at least one to three years' experience working with First Nations in NIHB areas or health related issues. The candidate should also demonstrate experience in developing and implementing work plans.

Abilities and Skills:

- Must have a demonstrated ability to work independently as well as part of a team;
- Excellent verbal, written communication, and presentation skills, as well as a strong ability to manage multiple projects and priorities;
- Highly organized and able to work with minimal supervision to meet deadlines;
- Possess excellent interpersonal skills, strong conflict resolution, and decision-making abilities;
- Thinking and interacting strategically and innovatively while exercising sound judgment;
- Networking, building effective relationships, communicating appropriately, and professionally representing APC at meetings and other gatherings;
- Demonstrate extensive knowledge of Mi'kmaw, Maliseet, and Innu communities, organizations, cultural and traditions;
- Superior level of computer literacy (e.g., Microsoft Office);
- Possess a valid driver's license, a reliable vehicle, and be willing to travel when required; and

- Understanding or working knowledge of Mi'kmaw, Maliseet or Innu languages are an asset.

Essential Functions and Duties:

Main function is to advocate on behalf of First Nations clients and provide support for Atlantic First Nation communities on the exception process for prescription drugs and assist First Nations clients with the NIHB appeal process. In addition:

- Educate and inform community personnel on the NIHB appeals and drug exception process;
- Liaise with health professionals who serve First Nations peoples in the Atlantic region on the significant cultural differences between the First Nations and the effect that these differences have on patients and communities;
- Communicate effectively with clients and organizations to identify problems/issues and advocate on behalf of clients for resolution of problems/issues 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;
- Provide briefings to the Atlantic First Nations Health Partnership, Public Health and Primary Care Committee, and APC Atlantic Chiefs to seek political support and interventions on policy and service delivery concerns;
- Develop and maintain the APC Navigation Database;
- Develop communication updates including information for community newsletters, reports, and other documents as required;
- Other duties requested by supervisor; and
- Ensure that SharePoint and webpage are up to date as requested by supervisor.

Salary: Depending on qualifications and experience
Location: APC Head Office in Cole Harbour, Dartmouth, Nova Scotia.
Start date: As soon as possible

If you are interested, qualified and would like to be part of the APC team, please email in **Word or PDF format only**, the following documents:

- a detailed cover letter (two pages maximum) explaining how you meet the position requirements and salary expectations (please quote **APC competition #2022-02-14 on the cover letter and subject line of your email**);
- an updated resume (two pages maximum);
- recent writing sample (five pages maximum); and
- the names/contact information of three work related references.

All above noted information must be sent by **email only** by **4:30 p.m. (Atlantic Standard Time) on Friday, March 11, 2022**

Email address: hr@apcfnc.ca

No applications will be accepted beyond the closing deadline. Interviews will be held in Dartmouth, Nova Scotia. If all qualifications are equal, preference will be given to persons of Indigenous ancestry. While we appreciate the interest of all applicants, only those applicants selected for an interview will be contacted. No phone calls please. No interview or relocation costs will be provided.