

## MONTANA FIRST NATION EMPLOYMENT OPPORTUNITY

**Title:** MISD – NIHB Co-Ordinator

**Department:** Montana Integrated Services Department(MISD)

**Closes:** Wednesday, April 27, 2022 at 4pm

Montana First Nation is seeking a highly motivated individual to work in MISD as NIHB Co-ordinator. Reporting to the MISD Health Manager, the incumbent will be required to participate in the “One Window Approach to Service Delivery”, and will be working in a team environment with all members seeking access to NIHB services.

### Duties and Responsibilities:

1. Provide support and advocacy for Montana First Nation Health and the MISD Integrated Health Manager to administer all program supports that fall under the MISD mandate.
2. Improve awareness among First Nations of the NIHB Program and how to access these benefits.
3. Assist/Educate First Nation Members with appeal and denial processes.
4. Will participate in the “one window approach” within MISD and must be willing to learn of all other programs under MISD in order to provide seamless services and support to all Montana First Nation members.
5. Collect and prepare data for program reporting and evaluation requirements.
6. Identify policy issues related to accessing NIHB through Montana First Nation members' feedback and/or direct experiences.
7. Provide support to leadership required throughout their process of advocating for policy change within NIHB through the development of briefing notes, reports, summaries, and presentations.
8. Liaise between client and service provider so as to mitigate potential challenges and barriers.
9. Increase awareness and educate service providers, clients, and First Nations health/social staff and partners on processes directly linked to NIHB.
10. Provide collective First Nation voice/representation at various provincial and federal working groups as NIHB Co-ordinator.
11. Assist MISD Office Assistant with administrative duties
12. Provide support for clients and families during the hospitalization process.
13. To develop and/or maintain NIHB Database identifying common issues and trends within Montana First Nation
14. All other duties and responsibilities as it pertains to the MISD, and as directed by the MISD Health Manager and/or Director of Operations

### Qualifications and Requirements:

1. Minimum Grade 12 Diploma or GED is required, but Post Secondary education will be preferred
2. Minimum of 1 (one) to 2 (two) years' experience in the field of Social Services and/or Human Services
3. Excellent interpersonal and strong communication skills required, including the ability to prepare briefing notes and speaking notes
4. Ability to recognize varying target audiences and addresses communication appropriately
5. Strong Research and Analytical Skills, strong organizational skills required with the ability to work under pressure, meet tight deadlines and handle competing priorities; ability to multitask
6. Must work 70 hours per two weeks, Monday to Friday 8:30am-4:30pm
7. Knowledge and understanding of the Montana First Nation, membership, culture and traditions and ability to communicate in Cree is a definite asset
8. Experience in a comparable work environment with similar scope, independence, responsibility and authority an asset
9. Must be proficient with computers and computer office programs, including keyboarding and word processing
10. Practice the utmost level of professionalism, be reliable and punctual at all times
11. Must be willing to sign an Oath of Confidentiality and must abide by all MFN Policies and Procedures for Employees.

Please send your **Cover Letter, Resume, Criminal Record Check, Child Welfare Check, Vulnerable Sector Check, and 3 Employment References** to:

HR Generalist – Montana First Nation  
PO Box 70, Maskwacis AB, T0C 1N0 Phone: 780-585-3744 ext.247 Fax: 780-585-3264  
Email: [ryanpotts@montanafirstnation.com](mailto:ryanpotts@montanafirstnation.com)

Montana First Nation thanks all interested applicants, but only those selected that meet the necessary criteria, will be contacted for an interview. Please provide all documents. The successful applicant will be required to submit a photocopy of Driver's License and all documents of proof of Education. Thank you!