



JOB POSTING

BENEFIT ANALYST

(2) FULL TIME INDEFINITE HIRE

(1) FULL TIME TERM HIRE

AKWESASNE NON-INSURED HEALTH BENEFITS

DEPARTMENT OF HEALTH

SALARY LEVEL: PAY BAND 4 \$56,135.19 - \$83,093.76 ANUALLY

DEADLINE TO APPLY: NOVEMBER 19, 2024, BY 4:00PM

SUMMARY OF RESPONSIBILITIES:

Under the direction of the Program Manager and the Assistant Program Manager, the incumbent is responsible for reviewing, assessing and adjudicating Non-Insured Health Benefit Requests (claims, prior approvals, amendments, post approvals and client reimbursements) for eligible Akwesasne Community members and service providers across Canada. The incumbent is responsible for all patient information and registration pertaining to the Akwesasne Non-Insured Health Benefits Program. Under the direction of the Program Manager, the incumbent is responsible for the collection, recording, analyzing and processing of the Non-Insured Health Benefits Programs (Pharmacy, Medical, Dental, Vision and Medical Supplies and Equipment) pertaining to the Mohawks of Akwesasne across Canada as identified by Indigenous Services Canada.

QUALIFICATIONS:

- Post-Secondary Diploma - Office Administration or equivalent
- Minimum of two years' experience

All interested applicants **MUST** submit all of the following documents:

1. a cover letter,
2. resume,
3. copies of all relevant certificates/diplomas,
4. status card (if applicable) and
5. three references submitted on Consent to Release Reference Check form, which can be found on the Akwesasne.ca website under Employment.

Applicants must clearly outline that they meet the qualification requirements on their resume. Native preference in hiring. A criminal record check is mandatory before start of employment. As a requirement of employment, all applicants must have a Canadian Social Insurance number. An eligibility list will be created for one year. We thank all applicants for their interest, however, only qualified candidates invited for an interview will be contacted. MCA reserves the right to retract, postpone, or revise employment opportunities at any time.

Submit application packages using one of the following methods (email preferred):

E-mail: jobs@akwesasne.ca

Mail: MCA Staffing Officer, PO Box 90, Akwesasne, Quebec H0M 1A0

Drop Off: 10 Akwesasne St, Administration Building #3, Akwesasne, Quebec H0M 1A0