



## DAKOTA OJIBWAY TRIBAL COUNCIL – HEALTH SERVICES

### EMPLOYMENT OPPORTUNITY

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<b>POSITION:</b>	<b>Non-Insured Health Benefits (NIHB) Navigator Dakota Ojibway Health Services (DOHS) – Jordan’s Principle</b>
<b>ADVERTISEMENT #:</b>	<b>2526-04</b>
<b>LOCATION:</b>	<b>Dakota Ojibway Health Services 200-200 Alpine Way, Headingley, Manitoba</b>
<b>SALARY:</b>	<b>Based on education and experience</b>
<b>INTERVIEWS:</b>	<b>To be determined</b>
<b>CLOSING DATE:</b>	<b>March 26, 2026 @ 3:00pm</b>

#### NIHB NAVIGATOR – JORDAN’S PRINCIPLE

Under the direction and supervision of the Off-Reserve Jordan’s Principle Supervisor, the Non-Insured Health Benefits (NIHB) Navigator will provide guidance and support to DOTC Jordan’s Principle families and DOTC member nations by navigating eligibility, coverage, and claims processes, ensuring timely and efficient access to health services while promoting client understanding and empowerment. The NIHB Navigator will serve as a liaison between clients, health providers, and the NIHB program to improve health outcomes and facilitate culturally safe care. The NIHB Navigator will also gather, collate and exchange information on health access issues and identify ways of improving health services for DOTC Jordan’s Principle families and DOTC member nations.

#### KEY RESPONSIBILITIES:

- To provide advocacy and support to Case Managers regarding medical/ dental services
- Develop a communication strategy and implement approaches to improve DOTC Jordan’s Principle families and DOTC member nations awareness and understanding of the NIHB Program.
- Network with First Nation health services, and health service providers to assist clients to navigate the NIHB Program on related benefits access.
- Collaborate with NIHB regional office on programs/projects/initiatives that would improve awareness and access to the NIHB Program and better integration of health services.
- Serve as a first point of contact for communities, organizations and individuals for the purpose of facilitating access to the Non-Insured health Benefit Program and provide support to address NIHB denials and appeals.
- Promote understanding of the role of the navigator among communities, agencies and health care providers in the region.
- Maintain a network of contact to strengthen relationships with stakeholders, health care service providers and partners.
- Identify and provide training needs and opportunities for improving access to health services and health outcomes.
- Maintain confidentiality of all clients and records.
- Maintain and track client data for reporting purposes to funder and DOHS, and prepare reports as required
- Other duties as assigned.

#### QUALIFICATIONS: (including, but not limited to)

- BN/RN, RN, LPN, BSW, Physiotherapist, Occupational Therapist, Teacher,
- Minimum three (3) years of experience working in field of health, social or education sectors,
- Knowledge of Jordan’s Principle purpose, programs and services,
- Proven understanding of First Nations culture, health care and referral process to children’s rehabilitation programs,
- Expertise with case management and the development of integrated case plans
- Knowledge of community resources on and off reserve available to clients and their families
- High degree of accuracy and attention to detail,
- Strong advocacy skills to advocate on behalf of families/clients,
- Proficient computer skills (Word, Excel, PowerPoint),
- Ability to work independently and as a member of a multi service team,
- Excellent verbal and written communication skills are essential,

- Ability to work flexible hours and travel.

**CONDITIONS OF EMPLOYMENT:**

- Valid Manitoba Driver's License
- Travel extensively throughout region
- Access to a reliable vehicle
- Current Criminal Records/Vulnerable and Child Abuse Registry Checks, Valid CPR and First Aide Certification

**We thank all who apply and advise that only those selected for an interview will be contacted.**

**Interested applicants are invited to forward a resume and cover letter, including two (2) references to:**

**Attn: Human Resource Coordinator  
Ph: (204) 988-5370 Fax: (204) 947-5179  
Email: [theresam@dohs.ca](mailto:theresam@dohs.ca)**

**\*\*Please indicate the Advertisement Number and Position Title in the subject line and/or body of your email\*\***

**LATE OR INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED FOR FURTHER PROCESS OF APPLICANT CONSIDERATION.**