



**JOB POSTING
BENEFIT ANALYST
(2) FULL TIME PERMANENT POSITION
AKWESASNE NON-INSURED HEALTH BENEFITS
DEPARTMENT OF HEALTH**

Salary Level: CL09 ST2 \$38,380.79

SUMMARY OF RESPONSIBILITIES:

Under the general direction of the Supervisor, the Benefit Analyst responsibilities include reviewing, assessing and adjudicating all claims and prior approvals for the ANIHB program. Ensures delivery of all benefit areas to clients across Canada. The Benefit Analyst is responsible for data entry into compute based programming in Dental, Pharmacy, Vision, Medical Supply & Equipment and Co-payment. Processes third party share billing as well as billing directly to Regie de l'assurance maladie du Quebec (RAMQ).

QUALIFICATIONS:

- Post-Secondary Diploma in Secretarial Program, Office Specialist or related field:
- Minimum of two (2) years' experience in an office setting:
- Knowledge of Access Data Base, Lotus Notes, Excel and Microsoft Office.

All interested applicants must submit a letter of interest, resume, and copies of all certificates/diplomas along with three references submitted on a consent to release reference check form (contact Human Resources) **no later than Thursday, January 31, 2019 to:**

**Shayleen Thompson, HR Staffing Officer
Administration Building # 1
Akwesasne, Quebec
H0M 1A0
(613) 575-2250, ext. 2147
E-mail: shayleen.thompson@akwesasne.ca**

- Applicants must clearly outline that they meet the qualification requirements on their resume.
- Native preference in hiring.
- As a requirement of employment all applicants must have a Canadian Social Insurance Number.
- An eligibility list will be created for one year.
- **Only those selected for further screening or an interview will be contacted.**