



## First Nation of Na-Cho Nyäk Dun EMPLOYMENT OPPORTUNITY

**COMPETITION #: 9130-25-404-36**

**Position: MEDICAL TRAVEL OFFICER**

**Department:** Wellness and Social Programs

**Location:** Government House, Mayo, Yukon

**Status:** Regular Term

**Hours:** 75 Hours Bi-Weekly

**Posting Date:** March 19, 2025

**Closing Date:** UNTIL FILLED

**Job Description:** <https://www.nndfn.com>

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### THE OPPORTUNITY

This position is primarily responsible for ensuring medical travel outside of our community is administered and the program is delivered effectively and efficiently ensuring our Status First Nation Clients get to their destination and appointments. Working closely with community resources and program staff assisting with health care and emergency medical needs per the FNNND Medical Policy, the role will also assist in other areas, such as, the Funeral Planning Assistance program. It is an opportunity to work with your community in a case management approach networking among NIHB, Mayo Nursing Station and other health care providers enhancing professional and personal career growth in the health and social sector.

### THE PERSON

You will be responsible for the administration and delivery of the program. Therefore, this person will like administering and processing forms, requests and follow ups on behalf of and with Clients. You will be genuinely compassionate, patient and intuitive to meet the needs of your clients and resources that require the details of the public service. This person likes to communicate precisely both verbally and written.

### QUALIFICATIONS

The person will have a high school diploma or equivalent, certificate and/or diploma in social services field or business administration is an asset. Two years minimal working experience within this field would also be an asset. An equivalent combination of training and experience will be considered.

**ANNUAL SALARY RANGE:** \$ 64, 456.00 - \$ 84, 898.00 Annually [\$ 32.94 - \$ 43.39 /hr]

If you are interested in this opportunity, please send cover letter and resume to:

Ronalda Moses  
A/ Director, Human Resources & Capacity  
First Nation of Na-Cho Nyäk Dun  
Box 220, Mayo, Yukon Y0B 1M0  
E-mail: [hr@nndfn.com](mailto:hr@nndfn.com)  
Phone: 867-996-2265 ext. 121

***Please note: In order for your application to be considered you must be a permanent resident of Canada. Preference will be given to First Nation of Na-Cho Nyäk Dun Citizens. Although we thank all those who apply only those selected for further consideration will be contacted.***