



First Nation of Na-Cho Nyäk Dun EMPLOYMENT OPPORTUNITY

COMPETITION #: 9130-26-404-26

Position: **MEDICAL TRAVEL OFFICER**

Department: Wellness and Social Programs

Location: Government House, Mayo, Yukon

Status: Regular Indeterminate

Hours: 75 Hours Bi-Weekly

Posting Date: March 2, 2026

Closing Date: March 18, 2026

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

THE OPPORTUNITY

This is an opportunity to administer and deliver medical travel-related programs using a case management approach. Key responsibilities include liaising with Non-Insured Health Benefits (NIHB), the Mayo Nursing Station and medical clinics to ensure all Status First Nation clients are appropriately supported and covered for medical travel outside of Mayo, assisting with the Funeral Planning Assistance program, and coordinating health care and emergency medical needs in accordance with FNNND's Medical Policy.

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, post-secondary degree, diploma or certificate in health or social services with two years of related experience. An equivalent combination of education, work experience and on-the-training may be considered. Experience with office management and working with and knowledgeable of health and social issues impacting First Nation people is an asset. Proficiency with Microsoft 365 (Word, Excel, PowerPoint, Outlook) and have knowledge of FNNND culture, governance and community is an asset. Familiarity with (or willingness to learn) the Aboriginal Information System (AIS).

ANNUAL SALARY RANGE: \$65, 745.00 - \$86, 596.00 Annually [\$33.60 - \$44.26 /hr]

The FNNND offers a competitive benefits package including shared pension contributions, extended health, and dental plan.

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

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.