

JOB DESCRIPTION

Senior Advisor - NIHB

Health Policy and Advocacy

Summary of Duties

The Senior Advisor – NIHB plays a leadership role in advancing NAN’s vision for a transformed, First Nations-led NIHB program. This position is responsible for supporting the redesign of NIHB to better reflect the Treaty Right to Health, improve accessibility, address systemic inequities, and ensure that First Nations-led governance and decision-making are embedded within future program delivery models.

Working closely with community partners, Tribal Councils, NAN leadership, and federal and provincial governments, the Advisor will coordinate technical work, research, engagement, and policy development to inform the redesign of NIHB across all benefit areas — including medical transportation, mental health, vision, dental, pharmacy, and medical supplies and equipment.

Strategic Leadership and Policy Development

- Lead NAN’s work to redesign the NIHB program as part of the broader Health Transformation process.
- Conduct a full review and analysis of NIHB policies, funding structures, and administrative barriers affecting NAN communities.
- Identify and propose structural, administrative, and legislative changes needed to transition to a First Nations–designed and –delivered NIHB model.
- Develop policy positions, frameworks, and recommendations to advance NAN’s advocacy with Indigenous Services Canada (ISC), Ontario Ministry of Health, and other partners.
- Draft briefing notes, position papers, and technical reports that support decision-making at the NAN Executive Council and Chiefs’ Assemblies.

Research and Data Analysis

- Conduct jurisdictional scans of NIHB alternatives and models across Canada and internationally.
- Collect and analyze data related to service utilization, denials, appeals, and community experiences to inform redesign options.
- Coordinate evaluation frameworks that monitor access, equity, and culturally appropriate care under NIHB.

Community and Stakeholder Engagement

- Work with NAN First Nations, Health Directors, and clients to document lived experiences of NIHB access barriers.
- Lead engagement sessions and validation meetings on NIHB redesign priorities, respecting cultural protocols and community governance structures.
- Collaborate with Tribal Councils, regional health authorities, and federal and provincial partners to co-develop solutions.
- Support the creation of an NIHB Advisory Circle to provide guidance and validation.

Systems Coordination and Negotiation

- Participate in bilateral and tripartite negotiations related to the NIHB redesign.
- Support the development of governance and funding transition frameworks for NIHB transfer under NAN's Health Transformation.
- Liaise with NAN's Health Transformation, Mental Health, and Public Health units to ensure alignment across system-building streams.

Capacity Building and Knowledge Sharing

- Develop tools, training materials, and policy guides to build community and staff understanding of NIHB processes.
- Deliver workshops or internal presentations on NIHB redesign, service navigation, and community advocacy.
- Mentor junior staff or analysts engaged in NIHB work.

Other

- Must have ability to run errands and attend meetings at various locations during working hours.
- This position may require frequent travel at times by car (personal or rental) or aircraft. The duration of travel may vary from day trips to multi-day overnight travel.

Cross Training:

- This position must be able to do the following duties when required:
 - Creating agendas and transcribe minutes.
 - Photocopying, organizing, and preparing materials for meetings.
 - Arrange/approving travel for staff in the department as well as for the delegates.
 - Being the liaison for NAN registration.
 - Booking venues, arrange catering.
 - Completing and/or approving purchase orders, preparing cheque reqs, honorariums and submitting vendor payments through the HRIS on behalf of the Manager/Director
 - Correspondence with internal and external partners that attend meetings, conferences etc.
- Provide routine department training to new staff and act as the new employee guide as part of onboarding.

Competencies And Qualifications:

Candidate must possess the following skills and attributes:

Education:

- University degree in Public Policy, Indigenous Governance, Public Health, or a related field (Master's degree preferred).

Experience:

- Minimum of 5 years of experience in program policy, health systems design, or Indigenous health advocacy.
- Demonstrated experience working with or within the NIHB program or comparable health benefits systems.

Knowledge:

- Strong understanding of the Treaty Right to Health, NAN's Health Transformation mandate, and Indigenous self-determination principles.
- In-depth knowledge of NIHB policies, benefit areas, appeals, and administration. Position demands a pleasant disposition, flexibility, ability to multi-task, organize, problem solve, set priorities, enter data, and communicate effectively.
- Understanding of modern office technologies including word processing software, and basic spreadsheet development.
- Effective written and computer literacy
- Composition of detailed letters, policies, or directives where tone and style are important and includes complicated ideas where clarity and precision of language is critical.
- Must be able to respect confidentiality and make sound decisions.
- Must be able to undertake and complete assigned projects and duties independently and effectively.
- Position must be familiar with current community resources.
- Specific knowledge of methods, techniques or procedures that are professional standards of practice in the field of work, requires several years of related work.
- A good understanding and interest in NAN communities, FN organizations and issues, challenges, and current events.
- Thorough knowledge and understanding of indigenous culture and traditions within the NAN territory and communities.
- Fluency in NAN dialect (Cree, Anishininimowin or Ojibway) an asset.

Effort:

- Light physical effort on a frequent basis with some heavy lifting (up to 40lbs) or moving of materials from time to time.
- Primarily desk work with prolonged sitting.
- Work requires a moderate level of dexterity requiring minimum keyboarding skills.

Working Conditions:

- Mainly working in an office setting.
- Working away from home from time to time.
- Travelling in both commercial and smaller aircraft.

- Highway driving may also be required.
- Working in high stress and confidential situations on a regular basis.
- Working in various meeting locations as required.

Financial Authority

This position has the authority to approve up to \$15,000.00.

Accountability

This position is under the day-to-day supervision of the department Director with further accountability to the Chief Administrative Officer for overall performance.