



BIGSTONE HEALTH COMMISSION

EMPLOYMENT OPPORTUNITY

DENTAL BENEFITS ADJUDICATOR PERMANENT FULL TIME EDMONTON, ALBERTA

The Bigstone Health Commission in Edmonton, AB is seeking a Health Benefits Adjudicator to join our talented Health Team. This is a rewarding opportunity if you have an appreciation for First Nation culture, a desire for continuing professional development and enjoy the support and collaboration from our multidisciplinary team and various other professionals and agencies.

Duties and Responsibilities:

- Assess and adjudicate dental benefit requests
- Act as an advocate for all members of the health benefits program
- Work with the service providers and members in a pleasant and efficient manner
- Provide program information, advice and assistance to service providers and members
- Maintain provider files
- Be extremely observant to detail and accuracy
- Work in a diverse environment with frequent interruptions
- Knowledgeable on the Non-Insured Health Benefits programs

Education and Experience:

- Certificate, diploma, and or degree and or equivalent training and experience combined
- Previous experience working in a dental office is a requirement
- Exceptional written and oral communication skills
- Excellent computer skills; Microsoft office, databases, etc.
- Work independently with minimal supervision
- Ability to work in a fast paced environment
- Typing speed of at least 35 wpm
- Pleasant telephone etiquette
- Standard First Aid with CPR

Submission must include updated:

- Current up-to-date Resume, Criminal Record Check, Vulnerable Sector Check, CYIS Check
- Standard First Aid with CPR
- Three work related references

Please submit your complete package to:

Bigstone Health Commission
Box 1020 Wabasca, Alberta T0G 2K0
Fax: 780-891-4010

Email to: bhcresumes@bigstonehealth.ca

This posting will remain open until: **January 15, 2021 at 4:30pm**

Applicants are thanked in advance for their interest, however; only those selected for an interview will be contacted.

Vision: To revive, strengthen and protect members' treaty rights to health and to enhance the quality of life of members and others living on Bigstone Traditional lands.