BIGSTONE HEALTH COMMISSION

EMPLOYMENT OPPORTUNITY

PHARMACY / MEDICAL SUPPLIES & EQUIPMENT ADJUDICATOR
ONE (1) PERMANENT FULL TIME POSITION
EDMONTON, AB

The Bigstone Health Commission in Edmonton, AB is seeking a Pharmacy / Medical Supplies & Equipment 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 health benefits in pharmacy and medical supplies & equipment
- Act as an advocate for all BCN members of the health benefits program
- Work with the members and service providers in a pleasant and efficient manner
- Provide program information, advice and assistance to members and service providers
- Maintain database and provider files

Education and Experience:

- Pharmacy Assistant / Technician certificate or diploma
- Previous work experience in the pharmacy field is a requirement
- Previous work experience in a medical supplies setting is an asset
- Minimum 2 years work experience in an office setting is an asset
- Experience with Microsoft Office programs
- Standard First Aid with CPR
- Typing speed of at least 35 wpm
- Knowledgeable on the Non-Insured Health Benefits programs

Required Skills:

- Exceptional written and oral communication skills
- Pleasant telephone etiquette
- Ability to work in a team environment
- Ability to work in a fast paced environment with frequent interruptions
- Ability to multitask and work under pressure
- Be extremely observant to detail and accuracy

Salary will commensurate with experience and qualifications.

Please submit a complete package of the following documents: *Cover Letter, Resume, Criminal Record Check, Vulnerable Sector Check and Child Intervention Check along with 3 work related references to:*

Bigstone Health Commission
Box 1020 Wabasca, Alberta T0G 2K0
Email: bhcresumes@bigstonehealth.ca
Fax: 780-891-2623

Closing Date for this Employment Opportunity: **APRIL 1, 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.