

**FUNDING CONSULTANT
FULL TIME (2 YEAR TEMPORARY ASSIGNMENT)
BEDFORD NS/REMOTE**

Health Association Nova Scotia is a not-for-profit, non-government, membership-based association with 60 years' experience in providing exceptional human resource shared services, innovative clinical engineering solutions, policy support and expertise our customers can count on. Serving multiple organizations from across the province of Nova Scotia, our core fee-for-service programs are Technical Services (formerly Clinical Engineering Services), Labour Relations, Group Benefits Solutions and Shared Financial Services. We are also the joint sponsor of the Nova Scotia Health Employees' Pension Plan.

Through a dedicated Continuing Care Recruitment & Retention program, igility, a subsidiary of Health Association Nova Scotia, provides centralized Human Resources and Immigration support to address current and anticipated labour shortages in partnership with the Nova Scotia Department of Seniors and Long-term Care (DSLTC). We are currently seeking a **Funding Consultant** to join our team for a two-year temporary position.

Reporting to the Director of Human Resources & Talent Strategy and as a collaborative member of the igility/HANS Recruitment and Retention Program, the **Funding Consultant** plays a pivotal role in the management and administration of funding related to recruitment and retention initiatives designed to support the Continuing Care Sector. As the ideal candidate, you are familiar with a variety of databases including Customer Relations Management (CRM), experience in MS Office solutions (Excel, Word, PowerPoint, etc.), have accurate data entry skills, a high level of analytical and problem-solving skills with the ability to organize and prioritize work with a focus on quality assurance and risk management.

Position Scope:

- Responsible for monitoring and tracking of funding applications and utilization while ensuring timely submission and compliance with reporting deadlines.
- Work closely with the internal recruitment and retention team to ensure funds are utilized effectively and in accordance with funding guidelines.
- Provide guidance and support to the internal team, the program funder, and employers to ensure adherence to terms and conditions related to each funding initiative.
- Conduct regular assessments and evaluations of funding activities to measure impact and effectiveness and prepare ongoing and quarterly reports as required to the Department of Seniors and Long Term Care.

Qualifications:

- Bachelor's or Diploma degree in Business in accounting or finance or relevant education & experience.
- Excellent communication skills, including written, verbal, and interpersonal communication.
- Strong strategic thinking and problem-solving abilities.
- Ability to build and maintain relationships with diverse partners.
- Proficiency in data and financial analysis and relevant reporting tools.
- Ability to manage multiple priorities and deadlines.
- Previous experience in the oversight of government funded programs is considered an asset.

Critical Skills & Applicant Attributes:

- Experience using a variety of databases including Customer Relations Management (CRM), experience in MS Office solutions (Excel, Word, PowerPoint, etc.)
- Strong attention to detail and accuracy
- Background in data analytics and analysis
- Experience using financial systems (ie: Xero, Hubdoc etc)

What We Offer:

Competitive compensation package, Comprehensive Benefit Program, & Highly ranked defined benefit pension plan (NSHEPP).

Application Process & Deadline:

This posting will remain open until May 3rd 2024

Qualified applicants are invited to submit their resume and covering letter in confidence using the following link:

<https://jobs.crelate.com/portal/healthassociation/job/6rrgosqaworiy78nibuzy7y5gc>

As an organization that supports a diverse workplace, we welcome people from all ethnicities, genders, sexual orientations, age, religion, physical and mental abilities, family status, and political belief and affiliation.

Igility/Health Association Nova Scotia thanks all applicants for their interest; however, only those selected for an interview will be contacted.

