



# Upper Sioux Community

*Pezihutazizi Oyate*

## Health Benefits Assistant

### Job Description

---

**Department:** Indian Health Services

**Reports To:** Health Services Director

**Employment Status:** Full-Time (Monday–Friday, 8:00 AM–4:00 PM)

**Salary:** \$17.00/hr. | Negotiable, based on qualifications and experience

### Position Summary

Assisting Health Benefits Administrator with General Office Duties

---

### Education, Experience, and Qualification Requirements

- High school diploma or GED required, associate or bachelor's degree in business or a related field preferred.
  - One (1) or more years of experience in health benefits coordination or a similar administrative role.
  - Demonstrated attention to detail, ability to maintain confidentiality, and working knowledge of health benefits.
  - Strong computer skills with the ability to learn new systems and software.
  - Willingness to learn purchase and preferred care processes.
  - Excellent interpersonal, written, and verbal communication skills for effective employee and vendor interactions.
  - Strict adherence to confidentiality and discretion when handling sensitive community member information.
  - Exceptional attention to detail to ensure accuracy in benefits administration.
  - Performs all other duties as assigned.
  - Must successfully complete a driving record and background check.
- 

### How to Apply

Please submit a resume or employment application to:

**Contact:**

Andrew Korstad

**Administrative Office Manager**

Upper Sioux Community

**Email:** andrewk@uppersiouxcommunity-nsn.gov

**Phone:** (320) 564-6300

---

### Preference Statement

Native American Preference applies in accordance with the applicable Tribal and Federal laws.