

# EMPLOYMENT OPPORTUNITY

## UPPER SIOUX COMMUNITY

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**POSITION:** HEALTH BENEFITS ASSISTANT

**DEPARTMENT:** INDIAN HEALTH SERVICES

**HOURS:** FULL-TIME; 40HRS.

**SALARY:** \$17.00/HR.

**CLOSING DATE:** OPEN UNTIL FILLED

### POSITION SUMMARY

ASSIST HEALTH BENEFITS ADMINISTRATOR WITH GENERAL OFFICE DUTIES.

### SUPERVISION

RECEIVES IMMEDIATE SUPERVISION FROM THE HEALTH SERVICES DIRECTOR

### 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.**

### DISCLAIMER

THIS JOB DESCRIPTION IS NOT INTENDED TO BE AN EXHAUSTIVE LIST OF ALL RESPONSIBILITIES, SKILLS, DUTIES, REQUIREMENTS, EFFORTS, OR WORKING CONDITIONS ASSOCIATED WITH THE POSITION. IT IS DESIGNED TO ACCURATELY REFLECT THE CURRENT ROLE; HOWEVER, MANAGEMENT AND THE UPPER SIOUX BOARD OF TRUSTEES RESERVE THE RIGHT TO REVISE THE DUTIES OR TO ASSIGN ADDITIONAL TASKS AS NECESSARY. CHANGES MAY OCCUR DUE TO CIRCUMSTANCES SUCH AS EMERGENCIES, PERSONNEL ADJUSTMENTS, WORKLOAD DEMANDS, PRIORITY SHIFTS, OR TECHNOLOGICAL DEVELOPMENTS.

### NATIVE AMERICAN PREFERENCE APPLIED

NATIVE AMERICAN PREFERENCE APPLIES IN ACCORDANCE WITH THE UPPER SIOUX COMMUNITY'S HIRING POLICIES.

### APPLICATION INFORMATION

IF INTERESTED, PLEASE SUBMIT A RESUME AND COVER LETTER TO:

UPPER SIOUX COMMUNITY

ATTN: HEALTH SERVICES DIRECTOR

P.O. Box 147

GRANITE FALLS, MN 56241

EMAIL: [CANDICEH@UPPERSIOUXCOMMUNITY-NSN.GOV](mailto:CANDICEH@UPPERSIOUXCOMMUNITY-NSN.GOV)