



Quileute Tribal Council

• QUILEUTE INDIAN TRIBE •

Human Resources Department

PO Box 279 La Push, WA 98350 (360)
374-4366/4367 Fax (360) 374-4368



Job Title: **Benefits Coordinator/Patient Registration**

SALARY RANGE: **DOE \$12.50-16.00**

SUPERVISED BY: **Health Director**

OPENING DATE: **October 11, 2018**

CLOSING DATE: **October 25, 2018**

The primary responsibility of the Benefits Coordinator/Patient Registration position is to ensure that Tribal Members have adequate insurance coverage and the patient registration database is current and accurate.

Duties and Responsibilities

The duties of this position include but are not limited to:

- MAINTAINING A HIGH LEVEL OF CONFIDENTIALITY
- Obtaining and maintaining Tribal Assister Certification
- Managing insurance benefits for all Tribal Members and ensuring timely renewals
- Networking with State, Federal, Private and Tribal agencies regarding insurance coverage options.
- Assisting Tribal Members with registration paperwork
- Inputting new and updating existing patient information into the RPMS FOIA database
- Attend staff meetings and training as scheduled or directed.
- Other duties as assigned by Management

Qualifications:

- High School Diploma – higher education is preferred
- Experience working in Health or Social Service related field
- Strong computer skills
- Strong verbal and written communication skills
- Must be dependable and able to work independently
- Must have a valid Washington State Drivers License
- Preferred – Experience in an IHS Health Center or Clinic.
- Must be a certified Tribal Assister (may earn during Trial Employment Period)

Additional Requirements:

- Must be able to pass a Tribal and Washington State Criminal background check
- Must possess a valid Washington State Drivers License and retain
- Must adhere to the Quileute Personnel Policies and Drug and Alcohol Policies.
- All candidates for employment with the Quileute Tribe will be required to undergo drug screening prior to official selection for employment by the Quileute Tribal Council.

The statements contained herein reflect general details as necessary to describe the principle functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods, or balance the workload. Individual must have good work ethics and daily attendance is a must.

****Priority consideration date: November 8, 2018 two weeks thereafter.**

Please submit a resume, cover letter and the Quileute Tribe application to the address listed below. Incomplete applications will not be considered. Applications can be obtained at www.quileutenation.org/job-openings/

The Quileute Tribe
Ms. Gina Gonzales-Leva, HR
Director Department of Human
Resources
P.O. Box 279
La Push, Washington
98350

Except as provided by the Indian Preference Act (Title 25, U.S. Code Sections 472 and 473), there will be no discrimination in selection because of race, color, age, sex, national origin, physical handicap, marital status, politics, membership or non-membership in a employee organization. If the applicants have equal qualifications, preference will be given to a Quileute Indian applicant and other preference to Native American and Alaskan Native.