



# Quileute Tribal Council

• QUILEUTE INDIAN TRIBE •

## Human Resources Department

P.O. Box 279 • La Push, WA • 98350

(360) 374-4367 | 4366 | 2175 | 6561 • Fax (360) 374-4368



Job Title: Benefits Coordinator/Patient Registration  
SALARY RANGE: \$13.69-16.00 doe/q  
SUPERVISED BY: Health Director  
OPENING DATE: June 15, 2021  
CLOSING DATE: **Open Until Filled**

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
- Assisting Tribal Members with registration paperwork
- Inputting new and updating existing patient information into the 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)

### **Special Requirements:**

- 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.

**GENERAL INFORMATION:**

The statements contained herein reflect the 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.

**Special Requirements:** Must have and retain a valid Washington State Driver’s License ~ please provide a copy with job application. Must pass a criminal background check, drug and alcohol screening and reference check.

**Disclaimer:** This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities, and activities may change, or new ones may be assigned at any time with or without notice.

**Indian preference will apply.** If applicants have equal qualifications, preference will be given first to a Quileute Indian applicant and then to other Native Americans and Alaska Natives. Except as provided by the Indian Preference Act (Title 25 U.S. Code Sec. 472 & 473) there will be no discrimination in selection because of race, color, creed, age, sex, national origin, physical handicap, marital status, politics, or membership/non-membership in an employee organization.

**GENEROUS BENEFITS PACKAGE:**

- Employer paid medical, dental, vision package.
- Employer supported 401K.
- Employer paid life insurance.
- Paid holidays.
- Professional development assistance
- Employee Assistance Program

**HOW TO APPLY**

Send Application Package to the address listed below.

Applications can be downloaded at [www.quileutenation.org/job-openings/](http://www.quileutenation.org/job-openings/)

**The Quileute Tribe  
Human Resources Department  
P.O. Box 279  
La Push, Washington 98350**  
Or via email: [hr@quileutenation.org](mailto:hr@quileutenation.org)

**Ensure your application contains:**

1. Quileute Tribal Application
2. Cover Letter
3. Resume
4. Driver’s License
5. Tribal Enrollment Verification (if applicable)
6. Credentials
7. Certification(s)
8. Diploma(s): High School, College
9. Unofficial Transcript(s)
10. Writing Sample(s)

***NOTE: Incomplete applications will not be considered.***