



Quileute Tribal Council

• QUILEUTE INDIAN TRIBE •

Personnel 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: March 11, 2016
CLOSING DATE: March 25, 2016

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.

Must pass a criminal background check and adhere to Personnel Policies, Tribal Drug and Alcohol policies and adhere to random UA's.

Interested persons shall submit resume, cover letter and QTC job application to:

Quileute Tribal Council
Personnel Department
PO Box 279
La Push, WA 98350

Obtain a job application at www.quileutenation.org

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.