



Lower Sioux Indian Community in the State of Minnesota

P.O. Box 308 • 39527 Reservation Highway 1

Morton, MN 56270

Cansayapi Otunwe

LOWER SIOUX INDIAN COMMUNITY BENEFITS COORDINATOR - JOB DESCRIPTION

JOB TITLE: Benefits Coordinator
DEPARTMENT:
REPORTS TO:
FLSA STATUS: Non-Exempt

SUMMARY:

The Benefit Coordinator plays an integral role in helping employees and community members understand their benefits. They explain to new workers and community members what benefits the company offers and when their benefits become effective. In addition, they are the primary source of information for open enrollment, which is the annual period when employees and members can change, enroll in or amend their group health, dental, and life insurance plans. To be an effective and reliable adviser on employee benefits, they must have up-to-date knowledge and a clear understanding of the company's health, dental and life insurance plan benefits and coverage, deductibles, co-pays and employer contributions and employee premiums.

EDUCATION AND EXPERIENCE:

A bachelor's degree and three (3) years of experience in benefits administration, OR any appropriate combination of education and experience. Knowledge of various employee benefit programs, such as group health, flexible spending accounts, dental and vision, accident and disability, life insurance, and wellness benefits.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assists employees and members with benefits enrollment and questions, manages all insurance billing, maintains employee database and files.
- Administer various employee benefits programs, such as group health, flexible spending accounts, dental and vision, accident and disability, life insurance, and wellness benefits.
- Conduct benefits orientations and explain benefits offered.
- Maintain employee benefits filing systems and work with finance to ensure benefits changes are entered appropriately in payroll system for payroll deduction.
- Assist employees with health, dental, life and other related benefit claims.
- Verify the calculation of the monthly premium statements for all group insurance policies and maintain statistical data relative to premiums, claims and costs. Resolve administrative problems with the carrier representatives.

- Coordinate workers' compensation claims with third-party administrator. Follow up on claims.
- Obtain statistics and information in renewal process of any health and life plans that benefit the company.
- Prepare and set up meetings designed to help employees and members obtain information and understand company benefits and other related incentive programs. Ensure distribution of required employee notices.
- Prepare and maintain employee and member benefit reports.
- Assists the Contract Health Services Administrator in the initial steps of the billing process for Contract Health Services, including data from claims into RPMS and then printing purchase orders and mailing them to the providers.
- Assists community members and employees with their medical/dental and life insurance applications or change forms.
- Order medical and dental cards for community members and employees as requested.
- Update client data, which includes the RPMS program and the online medical, dental and life insurance plans.
- Send Medicare Premium Reimbursement letters to people who will be eligible for Medicare four months before they are eligible.
- Acts as liaison between clients, insurance agencies and providers regarding eligibility, benefits, claims, etc.
- Attend monthly insurance meetings.
- Regular attendance necessary.
- Regular punctuality necessary.
- Available and willing to work any changes in hours on the schedule at any time during employment.
- Other duties as assigned

SKILLS KNOWLEDGE AND ATTRIBUTES:

- Excellent oral and written communication skills.
- Able to conduct consultations.
- Excellent computer skills, able to use databases, Microsoft products.
- Ethical Practices.
- Relationship Management.
- Sensitive to Native American Culture.
- Ability to maintain strict standards of confidentiality.
- Time management Skills
- Organizational Skills
- Multitasking Skills
- Prioritizing Skills
- Initiative and problem-solving abilities.
- Dependability.

PHYSICAL REQUIREMENTS:

While performing the duties of this job, the employee is regularly required to talk and hear clearly, both in person and on the telephone. The employee frequently is required to sit for long periods of time, stand and walk around offices. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.

DISCLAIMER:

This is not necessarily an exhaustive list of all the responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management and Community Council reserves the right to revise the job or to require that other or different tasks be performed when circumstances change (e.g. emergencies, changes in personnel, workload, rush jobs or technical developments).

In accepting employment, I am agreeing to perform the duties and responsibilities listed above. In addition, I agree to adhere to any policy or procedure changes that may occur during my employment with the Lower Sioux Indian Community.

Print Name: _____

Signature: _____

Date: _____