



LITTLE RIVER BAND OF OTTAWA INDIANS POSITION VACANCY ANNOUNCEMENT

Position: Business Office Coordinator – FT – Health Services

Summary: Provides a broad range of skilled administrative support functions for department supervisor and staff members, enabling an efficient operation from intake to completion. Assists in the implementation and coordination of office systems, policies and procedures, monitoring of administrative projects, controlling correspondence, managing databases, reviewing supply requisitions, monitoring other budgetary concerns as directed, medical coding and billing, third party billing and organizing trainings/meetings for Health Services Director. Must be willing to perform all clinic administrative duties as dictated by department needs, especially in times of absences by co-workers, at times of high patient volume and/or times of increased workload.

Employment Qualifications: A qualified candidate offers:

- Associate degree in Business Administration/Mgt. or similar and a work experience of two (2) or more years as a medical business office manager/coordinator or Work Experience of six (6) or more years in a medical business office as manager/coordinator; and
- Experience in a medical business office setting involving Foot/Ankle, Ortho and/or Family Medical practice; and
- Working knowledge of sensitivity communication practices in order to speak with and for the patient.
- Strong understanding of HIPAA and adherence to it; and
- Technical skills of an intermediate to proficient user of MS Office software, computers, and office equipment; and
- Strong background experience with medical terminology, medical coding/billing and third-party billing; and
- Excellent time management skills and ability to multi-task and strong skills in planning, keen attention to detail and prioritizing/organizing work in a sometimes fast-paced clinic environment; and
- Valid Driver's License with the ability to be insured under the company's insurance policy throughout employment.

Indian Preference applies in accordance with Ordinance #15-600-02

Pay Grade: NE8

Hiring Range: \$14.42- \$18.05

Status: Non-exempt – Hourly– Bi-Weekly Pay

Application Instructions:

Obtain an application form on the Tribe's website www.lrboi-nsn.gov. Request a copy of the position description or by contacting Human Resources at:

LRBOI HR Department, 2608 Government Center Dr., Manistee, MI 49660

Phone: (231) 398-6859; Email: aliciaknapp@lrboi-nsn.gov or jobs@lrboi-nsn.gov .

To apply, please submit completed application, cover letter, resume, transcripts, any/all licensure/certifications/trainings – relevant to this position and copy of valid Driver License (front and back) above, to:

LRBOI HR Department, 2608 Government Center Dr., Manistee, MI 49660

Fax: (231) 331-1233; Email: aliciaknapp@lrboi-nsn.gov or jobs@lrboi-nsn.gov .

Conditions of employment with Little River Band of Ottawa Indians Tribal Government includes, passing a pre-employment drug test and background investigation, possession of a valid driver license throughout employment and being insurable under the Tribe's insurance policy, and successfully completing a ninety (90) day introductory period.

Incomplete or late submissions will not be considered.

Posted – 03/16/2020

Until Filled