



LITTLE RIVER BAND OF OTTAWA INDIANS POSITION VACANCY ANNOUNCEMENT

Position: **Business Office Coordinator – Health Services – Muskegon (Full time - Regular)**

Summary: Provides a broad range of skilled administrative support functions for the department supervisor and staff members enabling an efficient operation from intake to completion. Assists in the implementation and coordination of office systems, 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 training/meetings for Health Services Director. Must be willing to perform all clinic administrative duties as dictated by department needs, especially at times of absences by co-workers, at times of high patient volume and/or times of increased workload.

*Please note there may be a need for significant driving between the Muskegon and Manistee Clinic, especially during the probationary period (90 days) for orientation/training for the position duties and during Clinic needs as directed by the Health Services Director.

Employment Qualifications: Minimum Necessary Qualifications

- Bachelor's degree in Business/Healthcare Administration Management or a similar discipline, or a work-experience of seven (7) or more years as a medical business office coordinator, administrator, or manager; and
- Experience in a medical business office setting involving Foot/Ankle, Ortho, and/or Family Medicine practice; and
- Working knowledge of sensitivity communication practices in order to speak with and for the patient; and
- Strong understanding of HIPAA and adherence to it; and
- Technical skills of an intermediate to proficient user of MS office 365 software, computers, and office equipment; and
- Experience with medical terminology, medical coding/billing, third party billing and credentialing; and
- Excellent time management skills and ability to multi-task and possess strong skills in planning, attention to detail and prioritizing/organizing work in a sometimes fast-paced clinic environment; and
- A valid Driver's License with the ability to be insured under the Tribe's auto policy; and
- Superior performance in the selection process as determined at the sole discretion of the LRBOI Hiring Manager, including but not limited to all the following: any pre-employment interviews, skills testing, credentialing, drug screening, background investigations, reference checks and previous work history, passing a pre-employment drug test and background investigation, possession of a valid Driver's License throughout employment and being insurable under the Tribe's insurance policy.

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

Pay Grade: NE08 **Hiring Range:** \$14.42 - \$18.05 – **Commensurate with Verified Qualifications**
Status: Non-exempt/Bi-weekly pay **Background:** Extensive

Application Instructions: on next page -

Application Instructions:

Obtain an application form on the Tribe's website and request a copy of the position description www.lrboi-nsn.gov 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.

To apply, please submit completed application, cover letter, resume, a copy of driver license and copies of relevant trainings/certifications as the relate to this position, to:

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

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

Incomplete submissions will not be considered

Conditions of employment with Little River Band of Ottawa Indians Tribal Government includes superior performance in the selection process, including but not limited to all of the following; any pre-employment interviews, skills testing, credentialing, drug screening, background investigations, reference checks and previous work history, passing a pre-employment drug test and passing an extensive background investigation prior to employment and successfully completing a 90-day introductory period.

For further information, please contact the LRBOI HR Department.

Tribal Member Posting Period – 05/20/2022 through 05/29/2022

General Posting Period – Subject to outcome of Tribal Member selection process.

Posting to be removed – 06-04-2022