



# LITTLE RIVER BAND OF OTTAWA INDIANS

## POSITION VACANCY ANNOUNCEMENT

**Position: Clinic Programs and Services Specialist – Muskegon Based – Health Services (FT – Regular) (2)**

**Summary:** This position is responsible for processing tribal member application for clinic services and Extended Health Assistance Program (EHAP) applications, notification of eligibility status reports, claims, all member information for the databases, and verifying annual eligibility status. This position is responsible for the verification and completeness of diagnostic codes and assignment of level of care for billing and insurance filing. Resolves billing issues in the department. Performs all 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. Significant travel is to be expected between the home clinic of Muskegon and the Manistee Clinic.

**Employment Qualifications:** A qualified candidate offers:

- High School Diploma or GED.
- Work experience of three (3) or more years of general office administration or healthcare related experience.
- One (1) or more years of billing/coding experience in a medical office setting.
- Technical skills of an intermediate user of MS Office software (databases) and computers. The candidate's technical skills will be tested during the interview process.
- Superior performance in the selection process as determined at the sole discretion of the LRBOI Hiring Manager, 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 background investigation, possession of a valid Driver's License throughout employment and being insurable under the Tribe's insurance policy.
- Working knowledge of sensitivity communication practices and interview techniques to speak with and for the patient.

**Pay Grade:** NE6

**Hiring Range:** \$14.42 - \$18.05 – Commensurate with Verified Qualifications

**Status:** Non- Exempt / Hourly

**Background Check:** Basic

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

### **Application Instructions:**

Obtain an application form and/or request a copy of the position description on the Tribe's website [www.lrboi-nsn.gov](http://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](mailto:aliciaknapp@lrboi-nsn.gov).

To apply, **please submit completed LRBOI application, cover letter, resume, any trainings/certifications/licensures relevant to the position and front/back of driver license to:**

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

Fax: (231) 331-1233; Email: [aliciaknapp@lrboi-nsn.gov](mailto: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 background investigation, possession of a valid Driver's License throughout employment and being insurable under the Tribe's insurance policy, and successfully completing a ninety (90) day introductory period.

**For the complete job description or further information, please contact the LRBOI HR Department.**

**Posted – 09/10/2021**

**Remove – Until Filled**