



LITTLE RIVER BAND OF OTTAWA INDIANS POSITION VACANCY ANNOUNCEMENT

Position: **Business Office Coordinator – Health Services – Muskegon - (1) Full time Regular**

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.

*Please note there may be a need for significant driving between the Muskegon and Manistee Clinics, 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 Administration/Mgt. or similar discipline, or a work experience of seven (7) or more years in a medical business office coordinator, administrator, manager; 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; 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
- Valid Driver's License with the ability to be insured under the company's insurance policy throughout employment; 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: NE10 **Status:** Non-exempt – Hourly– Bi-Weekly Pay **Background:** Extensive
Hiring Range: \$17.45 - \$21.84 - \$25.48 – **Commensurate with Verified Qualifications**

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.

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

LRBOI HR Department, 2608 Government Center Dr., Manistee, MI 49660
Fax: (231) 331-1233; Email: aliciaknapp@lrboi-nsn.gov.

Incomplete or late 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 further information, please contact the LRBOI HR Department.

Tribal Member Posting Period – 06/07/2022 through 06/16/2022

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