



LITTLE RIVER BAND OF OTTAWA INDIANS POSITION VACANCY ANNOUNCEMENT

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

Summary: Provides a broad range of skilled administrative support functions for department supervisors and staff members, enabling 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 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. Significant travel is to be expected between both clinics, Manistee and Muskegon.

Employment Qualifications: Minimum Necessary Qualifications -

- 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; and
- 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.

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: a 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: apply@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.

Posted – 01/03/2023

Removal – 01/27/2023