



Confederated Tribes of the Colville Reservation

Human Resources Office P.O.Box 150 Nespelem, WA 99155
(800) 506-9434 (509) 634-2845 Fax (509) 634-2864 www.colvilletribes.com

POSITION: Benefits Coordinator – Possible trainee

SALARY: \$32,635.20 annually, less 5% step during probation.
A trainee will be placed on a training plan and receive a one step reduction for every six months of required training not to exceed 24 months

REPORTS TO: Benefits Coordinator Supervisor

LOCATION: TOSHA Building, Nespelem, Washington

BASIC FUNCTIONS: The incumbent of this position will be responsible for servicing insurance or deferred compensation benefit program/plan accounts within established time lines. Determines membership eligibility for employees and dependents for Health Insurance (medical, vision, dental) and life insurance. Analyzes and adjusts membership accounts, counsel's enrollees on their rights, benefits and option, reviews forms for completeness, computes and processes fees or payment. The incumbent selected will be required to maintain employee leave balances.

MINIMUM QUALIFICATIONS (Education and Training):

- Must possess and maintain a valid State Driver's License and be eligible for the Tribes' vehicle insurance.
- Must possess the ability to drive in adverse weather conditions.
- Previous work experience MUST reflect better-than-average attendance.
- Must possess the ability to maintain STRICT confidentiality standards.

FULLY QUALIFIED:

- Bachelor's Degree in Human Services or a closely related field; **AND** twelve (12) months of experience providing direct client services or counseling of customers in the areas of deferred compensation, health insurance, retirement, unemployment, disability or other related benefits work experience; **OR**
- Associate's Degree in Human Services or a closely related field; **AND** thirty-six (36) months of experience providing direct client services or counseling of customers in the areas of deferred compensation, health insurance, retirement, unemployment, disability or other related benefits work experience; **OR**
- High School Diploma or GED; **AND** sixty (60) months of closely related work experience in the benefits field demonstrating the ability to perform the duties of the position.

POSSIBLE TRAINEE

- Bachelor's Degree in Human Services or a closely related field preferred; **OR**
- Associate's Degree in Human Services or a closely related field; **AND** twelve months work experience providing direct client services in the Benefits or Human Resources field; **OR**
- High School Diploma or GED; **AND** twenty-four months of closely related work experience in the benefits or human resources field demonstrating the ability to perform the duties of the position; **OR**
- A combination of education and work experience totaling forty-eight months demonstrating the ability to perform the duties of this position.

RECRUITING INDICATORS (Knowledge, Skills, and Abilities):

- Knowledge of Tribes and CTEC's employee benefits coverage plans policies and procedures.
- Knowledge of the process for filing claims (CTEC claim forms for MetLife, Medical, Vision, Dental, Life and Colonial) for clients.
- Knowledge of benefits methods, practices and terminology used in records management.
- Skills in the use of computers and associated software i.e. Microsoft Word, Excel, and AS400.
- Ability to exercise sound judgment in conflict resolution.
- Ability to interpret and apply policies and procedures.
- Ability to establish and maintain effective working relationships with co-workers, public, department heads, and others in the course of work, adhering to the professional standards of ethical codes of conduct.

RECRUITING INDICATORS cont'd:

- Ability to work independently as well as in a team environment.
- Ability to communicate clearly and concisely, both orally and in written format.
- Ability to conduct research for years of service with personnel files i.e. CCT, CTEC, PSIS, and CIHA.
- Ability to provide new employee orientations & other presentations relating to Tribe, CTEC & CTRC Benefits packages.
- Evaluate forms, certificates and other documentation for adequacy, accuracy and completeness.

TRIBAL MEMBER AND INDIAN PREFERENCE WILL APPLY; PREFERENCE WILL ALSO BE GIVEN TO HONORABLY DISCHARGED VETERANS WHO ARE MINIMALLY QUALIFIED WITHIN EACH INDIAN PREFERENCE CODE.

CLOSING DATE: For guaranteed consideration applications and supporting documents **MUST** be received in the Human Resources Office by **4:00 p.m., Friday, July 10, 2009**, or be postmarked by that date.

INFORMATION: Confederated Tribes of the Colville Reservation
Human Resources Office
P. O. Box 150
Nespelem, WA 99155
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