



## WICHITA AND AFFILIATED TRIBES POSITION DESCRIPTION

**JOB TITLE:** Emergency COVID Initiative (ECI) Benefits Coordinator

**DEPARTMENT:** Administrative & Office Staff

**LOCATION:** Offsite – 131 West Broadway, Anadarko

**REPORTS TO:** ECI - Project Director

**SALARY:** \$13.00 - \$19.80 per hour

### **JOB SUMMARY:**

Benefits Coordinator will be responsible for the completion of benefit activities associated with ECI Program. Must provide effective and efficient support to the ECI Program team to ensure smooth program delivery. This includes clerical support, preparation of to do lists, administrative, logistical and information management assistance to the Project Director and other team members, as well as planning and coordination of team activities (meetings, workshops, travel budgets, purchase requisitions and other duties as needed).

### **CORE DUTIES AND RESPONSIBILITIES:**

1. Assists clients with finding recovery support services such as the food bank enrolling in SNAP benefits, and other peer and community support services such as faith-based, housing, childcare, transportation and educational services.
2. Prepares travel arrangements for staff, prepares Travel Authorizations, coordinates flight and hotel information with designated staff, and prepares Travel Expense Report.
3. Submits purchase requisitions requests for payments, attaches all required supporting documentation, for payments to vendors, and payments with third party resources for billing services provided
4. Works remotely through virtual channels, only when tribal offices are closed due to COVID-19 or other unexpected emergency conditions, as required.

5. Files all documents related to the program and confidential client information.
6. Schedules and maintains daily appointment calendar, daily mail in/out logs, due to client activity.
7. Processes enrollments quickly and accurately.
8. Resolves client issues with benefit administrators and insurance providers.
9. Consults with clients about eligibility and other pertinent issues.
10. Performs other duties related to position as necessary or assigned.

### **EDUCATION AND EXPERIENCE:**

1. Prefer an Associate's Degree in Health Care Administration, Public Health, or related field. Experience and training in health projects or/and a combination of education may be substituted. However, candidate must have completed at least one (1) year in Health Care Administration, Public Health, or related field from an accredited College or University and may combine any equivalent combination of experience, training, and/or education. The experience and training must be documented by previous work experience, and a copy of college transcripts is required to document education.
2. Must have strong organizational skills and demonstrated knowledge of, or experience in, working with third party resources such as Medicare, Medicaid and Private Insurance, Contract Health or Coordination of Benefits, medical record, reception and patient registration.
3. Have at least three (3) years of clerical, secretarial, or medical office experience is desired with experience in billing procedures and insurance verification.
4. Must be computer literate and able to operate software for letter processing, and spreadsheets, must be knowledgeable in Microsoft Word, Excel, PowerPoint database, and willing to learn new online platforms.
5. Must have ability to communicate clearly and organize work, pays prompt attention to to-do list.
6. Demonstrated ability to foster collaborative relationships. Ability to establish and maintain a positive working relationship with others.
7. Proven ability to work well with Indian families and children, and must have positive human interaction skills.

### **WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Work primarily in a climate-controlled environment with minimal safety/health hazard potential. Sedentary, sitting, walking, occasional lifting from floor, and

bending. Frequent use of near vision for reading and computer use. The noise level in the work environment is usually moderate.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Must be physically able to operate a variety of office equipment such as a computer, printer, calculator, copy machine, telephone, photographic equipment, etc. Physical demand requirements are at levels of those for sedentary work.

**SPECIAL REQUIREMENTS:**

Possession of a valid Oklahoma Driver’s License. Subject to a background check and drug screening. Preference for employment shall be given to Wichita Tribal members, descent, relation then qualified Indian applicants. This position may work outside of the normal work week. Direct Deposit is required.

This certifies that I have read the position description and I am capable of performing all essential functions of the job.

_____	_____
<b>EMPLOYEE</b>	<b>DATE</b>
_____	_____
<b>DEPARTMENT SUPERVISOR</b>	<b>DATE</b>
_____	_____
<b>CHIEF OPERATIONS OFFICER</b>	<b>DATE</b>
_____	_____
<b>HUMAN RESOURCES DEPARTMENT</b>	<b>DATE</b>

*Job descriptions are used primarily to assist in the identification of the core duties and responsibilities of a position and to be used in determining the level of compensation for the position. Other duties and responsibilities may be added or removed at the discretion of the Wichita Affiliated Tribes Executive Management.*