



Employment Opportunity - Full Time
JP-2019-013
Health Benefits Coordinator

Job Summary:

Under the general supervision of the Manager of Health, the Benefits Coordinator is responsible for overall benefits Plan Coordinator for shishálh Nation Members. She/he will manage all Members eligibility and monitor, approve all PO's, invoices and related requests .Accountable to Director of Health and Social Department, you will have the responsibility to assess eligibility for benefits coverage under the Nation Members Benefits Plan and initiate coverage and respond to inquiries

Duties and Responsibilities:

Plan Coordinator:

- Acting as the Plan Coordinator for shishálh Nation Members: manage the day-to-day administration of assigned polices, including terminations, changes, retirements, processing of Member update, fillies and billings through benefits administration software;
- Process all Member-related eligibility requests on a daily basis and as requested.
- Manage inbox items and provide follow-up within 24hrs;
- Administer all Member eligibility processes;
- Be the subject matter expert to Members for Benefit Plans;
- Take ownership for troubleshooting Member related issues by exhausting all documentation before escalating to the next level.

Minimum Experience

- Three (3) years' Benefits Administration preferably within a First Nations environment;
- Strong knowledge of understanding of FNHA procedures and processes related to medication/ supplies.
- Pharmacy background or knowledge is an asset;
- Experience working with various office systems and equipment.
- Experience working with Aboriginal people, organizations and communities.
- Proficient computer skills with MS Office Software
- Excellent interpersonal and customer service skills
- Excellent time management skills; ability to attend to details
- Ability to manage multiple priorities and work in a fast-paced environment
- Ability to demonstrate a high level of initiative

Preference will be given to qualified shishálh members, community members, and other First Nation's members, Inuit and Métis.

We sincerely thank all applicants for their interest in the position, however only qualified applicants will be contacted for an interview.

For full job posting please email Nievelina. If you are interested in the position send your cover letter and resumé to Nievelina Carmona, HR Manager at: ncarmona@sechelnation.net

Why work for the shishálh nation? We offer the following;

Business Casual Office environment, Extended Benefits like medical, LTD, Life Insurance, MSP Coverage, Training and Development Opportunities. Current salaries under review.