



Northern Waters CASINO RESORT

JOB DESCRIPTION

POSTED: NOVEMBER 28, 2017 DEADLINE: DECEMBER 8, 2017

POSITION:	Benefits Administrator
DEPARTMENT:	Human Resources
SUPERVISOR:	Director of Human Resources
LOCATION:	Resort
EMPLOYMENT:	Full-Time
PAY RATE:	Pay Grade 14 (\$15.00 to \$20.97 per hour D.O.E.)

DESCRIPTION:

The Benefits Administrator assists in the administration of various employee benefits plans such as life, health, dental, disability insurances, retirement plans, and wellness initiatives. Assist in the resolution of benefits problems (claims & eligibility questions). Coordination of activities during periods of benefits changes and open and new enrollment. Research or compile data for Insurance(s). Design, evaluate, and modify benefits policies to ensure that programs are current, competitive, and in compliance with legal requirements.

RESPONSIBILITIES:

- Provide excellent Guest Service to guests, internal and external, through active guest engagement and positive attitude.
- Enrolls new employees in benefit plans; provides benefits orientation.
- Processes open enrollment benefit plan transfers.
- Coordinates provider/Team Member meetings.
- Maintains vendor contact to investigate discrepancies and provide information in non-routine situations.
- Prepares Notices of Eligibility and Rights and Responsibilities.
- Provides vendors appropriate documentation for life, pension, and disability benefits claims.
- Maintains employee benefits files and record keeping.
- Insures that cobra eligibility is complied for all plans.
- HIPAA Privacy Laws-Credible Coverage/ Insurance Portability

- Knowledge of all benefits provided by Lac Vieux Desert/Northern Waters Casino Resort.
- Advisory Letters
- Ensures organizational obligations are met within federal, tribal and state guidelines, when applicable.
- Census records, bill reconciliation, and reporting
- Project management - develops, coordinates, communicates, and completes projects on time
- Customer Service - manages difficult situations; responds well under pressure, solicits feedback to improve service.
- Interpersonal Skills - Focuses on solving conflict, maintains confidentiality, keeps emotions under control, and remains open to ideas
- Must be proficient in MS Office suite and other standard office application software. Possess demonstrated experience using analytical skills, as they apply to problem solving, program development, trust account management, and administrative office coordination.
- Must have the ability to establish and maintain cooperative relationships throughout the organization.
- Must have the ability of self expression through written and oral communication methods.
- Must be able to manage people, including staffing hours, decision making, developing subordinate, contributes to positive team morale.
- Must demonstrate business acumen, ethical and professional approach to all work details.
- Electronically mailing, scheduling, and billing (i.e.: adjudication, calendars, claims)
- Due to the dynamic Casino Environment from time to time, we require employees to be flexible and assume other responsibilities assigned by management.

MINIMUM QUALIFICATIONS:

- High School Diploma or GED
- Three years' experience in HR Benefits administration
- Personnel and Human Resource experience
- Administration and Management Skills
- Proficient Microsoft Word and Excel
- Database Management
- Requires Lac Vieux Desert Gaming License.
- Must pass background checks and other pre-employment screenings.

PREFERRED QUALIFICATIONS:

- Bachelor's Degree
- Post-Baccalaureate Certificate
- Medical Experience (minimum 1 year)
- Medical billing Experience (minimum 2 years)
- Understanding of diagnosis codes and procedures

The above statements are intended to describe the general nature and level of work performed by people assigned to this classification. They are not intended to be construed, as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. Management retains the right to add or to change the duties of the position at any time. Must be able to pass a pre-employment drug screen and applicable background checks related to the position.

OUR MISSION

Our Mission is to provide an exceptional and memorable experience to every Guest, every time. Each Team Member will demonstrate a high level of professionalism, provide a safe, clean and entertaining experience for all Guests, internal and external.

Integrity, Service, Professionalism, Value. This is our **PROMISE**.

Date Approved by the Tribal Council: February 27, 2017

Northern Waters Casino Resort

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