



HEALTH BENEFITS COORDINATOR

Position and Summary of Duties

This challenging position is responsible for planning, organizing, directing and administering a nationally recognized, award-winning, and innovative self-insured health benefits and wellness program for approximately 300 plan participants. Primary responsibilities include, but are not limited to;

- Plan design
- Management of program
- Cost containment
- Prevention wellness
- Selection, evaluation and management of benefit vendors/consultants
- Development of benefit recommendations for management, including financial and employee impact

Core job responsibilities;

- Responsible for compliance with applicable federal laws
- Develop and present recommendations to management for Blue Lake Rancheria (BLR), welfare and other benefit programs for employee and dependents
- Determine opportunities to improve BLR benefit plans and financial performance
- Operational and financial performance of BLR benefit plans
- Improve/enhance employee and retiree experience and wellbeing through programs, vendors and tools.
- Evaluate and recommend new benefit vendors
- Manage ongoing relationships with Third Party Administrator (TPA), Pharmacy Benefits Manager (PBM) and other key benefit vendors
- Serve as primary contact with vendor account teams
- Establish and evaluate annual performance metrics to ensure high quality delivery of benefits services to BLR employees and compliance with BLR strategy
- Assesses performance of benefits' vendors' through financial, utilization, and quality data analysis.
- Keep management informed of vendor performance issues or potential employee impacts
- Provide oversight to care and disease management programs to ensure that programs are positively impacting employees and retirees
- Assess and report on health outcomes and cost performance.
- Negotiate contracts with benefit vendors and review and comment on business aspects of contract while working in conjunction with BLR legal on contract terms
- Develop performance guarantees that tie vendor financial risk to key areas of performance
- Manage cross-functional implementation teams for new benefit vendors and programs as needed
- Plan and manage implementation of benefit plans for the integration or continuation of benefits for acquired companies
- Oversee annual renewals of health plan including negotiation of premiums and administrative fees
- Recommend plan design changes as needed based on administrative financial needs
- Oversee annual development of premium equivalents for self-insured benefit plans
- Review plan rate development methodology working in conjunction with external consultants
- Manage consultants for specific projects to ensure appropriate scope, fees and deliverables.
- Track industry trends and impact of proposed legislation on BLR's benefit plans.

- Develop recommendations for benefit plan changes as needed to ensure compliance with legislative changes, in particular the new Health Care Reform Law. Coordinates with other BLR divisions to ensure appropriate response
- Coordinate with Benefits Administration Team on benefit plan changes ensuring that Benefits Administration has sufficient information to communicate changes to employees
- Provide expert support for enrollment of employees in benefit plans including training of benefit counselors, developing employee materials and presentations, reviewing modeling tools, providing employee presentations to explain benefit options, and providing plan detail and clarifications as needed to Benefits Administration Team to ensure that employees are adequately informed
- Provide direction to Benefits Coordinator through review of communication materials.
- Work directly with vendors to review vendor generated employee communications
- Makes presentations to employees and management on benefit changes as needed
- Draft individual employee specific communications as needed for escalated issues including provider network changes
- Travel can be up to 20% of job

Position Accountability/Scope

- May have supervisory responsibilities
- Provides team leadership and mentoring to Benefits Coordinator
- Acts as technical consultant and project team lead as needed
- Reports to Tribal Administrator
- Works independently on vendor management and project management
- Responsible for completing independent projects within defined deadlines
- Manages teams with other Benefits Staff Members and other departments including legal, finance, communications, and BLR's divisions as needed

Qualifications

- Position requires at least 7 years benefits, managed care or healthcare experience
- Experience in managing a PBM and strong understanding of retiree health care issues including accounting implications is needed
- Experience in the following is a plus;
 - Data warehouse
 - Contracting
 - Financial analysis
 - Underwriting
 - Consulting
 - Project management
 - Account management
- Must be able to work independently and work well on internal and external teams
- Must have excellent analytical and communication skills including written and verbal
- Must be self-directed and able to handle large, concurrent projects with minimal supervision
- Must demonstrate flexibility and have experience working with different types of organizations including, but not limited to;
 - Vendors
 - Consultants
 - Providers
 - Clients
- Bachelor's Degree in Business or Human Resources is required. Masters Degree in business, healthcare, or finance, preferred.
- Ability to sit for prolonged periods (more than 2 consecutive hours in an 8 hour day)
- Ability to type, do data entry, or use keyboard for more than 50% of workday
- All applicants are subject to the Tribe's Drug and Alcohol Free Work Place Policy including pre-employment drug screening