

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT
JOB ANNOUNCEMENT**



Announcement # 2017-023 **Issue Date:** 02-16-17 **Closing Date:** _____ **Open until**
filled

Benefits and Risk Manager
Tribal Insurance
Department of Finance
Hourly Wage: \$36.79/Regular/Full-Time/Supervisory

The Benefits and Risk Manager is responsible to administer and maintain the Yakama Nation's Risk Management insurance policies (liability, property, casualty, etc.) and benefit programs including Group Health, Workmen's Compensation, and Retirement plan. Analyzes Yakama Nation insurance needs and secures optimum coverage for the organization within budgetary constraints. Procures insurance policies for Auto, Property and Liability on behalf of the Yakama Nation and participating Yakama Nation Enterprises. The Benefits and Risk Manager is responsible for review, update and reporting for the Yakama Nation's Group Health Plan, Workmen's Compensation and Retirement benefit programs as defined in Plan Documents and approved by Tribal Resolution. Responsible for other assigned YN Benefits which may include term and voluntary life insurance, short-term and long-term disability, and YN Tribal Driving Permits, etc. The position works closely with Plan Administrators, brokers, actuarial companies, legal counsel, third party administrators, etc. to accomplish the goals of the YN Tribal Insurance Office.

Knowledge, Skills and Abilities:

- Knowledge and ability to timely file all pertinent documents including IRS Form 1099's, retirement statements, actuarial reports, etc.
- Knowledge and proficiency of Third Party Administrators, PPO networks and Major Medical plan design and administration.
- Knowledge of retirement plan design, regulations and terminology.
- Knowledge of the Yakama Nation's Group Health Plan, Workers Compensation Plan, Retirement Plan(s), Safety Plan and relevant regulations and laws.
- Ability to demonstrate strong analytical skills.
- Ability to communicate effectively, orally and in writing, with all levels of personnel including vendors, plan administrators, employees, supervisors and elected officials.
- Ability to negotiate contracts, process and administer various contract agreements.
- Ability to manage multiple complex projects utilizing standard project management tools and techniques.
- Ability to lead and motivate teams effectively.
- Ability to manage reconciliations for monthly Retirement Plan Financial statements, as well as quarterly financial statements as needed.
- Ability to demonstrate a high degree of personal integrity and be able to maintain strict confidentiality.

General Recruiting Indicators:

- Minimum of a Bachelor's Degree in health science administration, business or related field with at least two years' experience in a health management or related position. Demonstrated responsibility for the implementation and management of various self-insured benefit plans may be substituted for education, or Minimum of ten years of experience in a health and welfare benefits role and at least five years in a supervisory role.

Special Requirements:

- Must possess a valid Washington State Driver's License with the ability to obtain a Yakama Nation Tribal Driver's Permit.
- Required to pass a complete background and credit check.
- Required to pass a pre-employment drug and alcohol test.
- Yakama enrolled preference.