

BENEFITS MANAGEMENT SPECIALIST

RESPONSIBILITIES: The Benefits Management Specialist will be responsible for educating employees about their benefits including dental, life, long term disability, PERA, and sick leave. In addition to educating employees regarding their benefits, the major focus of this position will be to assist the employees in becoming better consumers of their benefits. Specific duties will include:

- Orient new employees to the District's benefit philosophy, goals, and specific programs.
- Screen new employees and their dependents for pre-existing conditions and report to carrier.
- Review the employee and dependent eligibility for the medical plan on a regular basis and report discrepancies to the carrier.
- Provide employees with information on cost efficient providers and "fair prices" for services.
- Explain benefits plan provisions and claim procedures.
- Initiate and coordinate case management on catastrophic, chronic large claims, and potentially large hospitalizations with carrier.
- Provide assistance in resolving employee claims disputes.
- Provide information on low cost, effective health services, free community service programs, and/or other educational programs.
- Interview and counsel long term disability claimants. Work with the carrier, doctors, and staff to return LTD claimants to work as soon as possible.
- Serve as liaison with District's Risk Manager to coordinate LTD light duty program.
- Develop procedures for screening benefits payments and needed referrals to carrier and as appropriate, District staff.
- Prepare information for employees on a variety of topics including successful hospital confinement which will assist in helping them become better consumers of health care.
- Review monthly and carrier cost management reports and prepare analysis. Prepare summary reports on various aspects of benefits package.

QUALIFICATIONS

- Medical or nursing degree/certificate. College background or degree desirable.
- 3 to 5 years experience in a medical field, insurance claims office, hospital, or related field.
- Demonstrated ability to understand and analyze medical technology and carrier cost management reports.
- Demonstrated ability to manage or establish innovative processes for cost containment and employee education.
- Demonstrated ability to work well with others and possesses good problem solving skills.
- Demonstrated ability to work well with health care professionals.
- Demonstrated ability to initiate and follow through on projects with little supervision.
- Knowledge and skills in computers, writing, and group presentation.

WORK YEAR: 12 months, Professional Technical

SALARY:

REPORTS TO: Executive Director of Business Services