



Your career awaits!

Eastern Aleutian Tribes is seeking qualified applicants for a **Health Benefit Specialist**

Working together to promote healthy communities

Working collaboratively with a multi-disciplinary team, the **Health Benefit Specialist** is responsible for supporting EAT community members health insurance and travel needs. The job demands someone who is organized, proactive, disciplined to stay on top of things, and adaptable and objective enough to identify new, pragmatic solutions to day-to-day challenges. In addition, the incumbent must build and maintain positive relationships with community members and governmental agencies to ensure coverage and eligibility requirements are maintained. The incumbent works with others and will provide back-up accordingly; that being said, a willingness to accommodate, learn new things and seek opportunities to help others are critical competencies for success.

Join us!

This is a **full-time position** located in **Anchorage**.

To compete for this position, candidates must possess:

- A High School Diploma or equivalent.
- One year of administrative healthcare experience performing data entry, database file management, word processing, or insurance duties.
- Experience in tribal health or rural health care is preferred.
- Experience in rural cross culture setting is preferred.

For more information, contact Human Resources, (907) 564-2506.

Candidates must submit a completed employment application found on EAT's Careers Page, www.eatribes.org/careers.

Pursuant to PL 93-638, as amended, preference will be given to qualified Alaska Natives, American Indians and/or Eastern Aleutian Tribal Members in all phases of employment.