

**SCHOOL SISTERS OF NOTRE DAME  
CENTRAL PACIFIC PROVINCE  
Job Title: Benefit Services Representative**

**Date:** 4/19/2022

**Location:** St. Louis, MO

**Department:** Finance

**General Summary:**

The Benefit Services Representative serves as an advocate for our Sisters with medical providers and governmental agencies which provide benefits for our Sisters. This includes coordinating the enrollment of Sisters in appropriate government programs; working with the Social Security Administration on behalf of the Sisters; and assist in the processing and payment of Sisters' medical bills.

**Essential Duties and Responsibilities:**

1. Serve as a representative for our Sisters with insurance providers.
  - a. Coordinate enrollments, renewals, changes and terminations.
  - b. Facilitate communications concerning insurance providers with the Sisters who have individual policies.
2. Maintain a high level of expertise on relevant government benefit programs and any annual changes.
  - a. Research and explore Medicare Prescription Options.
  - b. Research all possible avenues of government reimbursement for covered services.
  - c. Provide regular reports of program status to the Supervisor and CFO.
  - d. Provide statistical information for ongoing budgeting and NRRO application.
3. Coordinate the administration of government and entitlement benefits for the School Sisters of Notre Dame.
  - a. Determine Sisters eligibility for benefits.
  - b. Assists the Sisters with all benefit applications and submission processes.
  - c. Share necessary information with each Sister.
  - d. Coordinate with Sisters to make changes required by a Sister's move.
4. Research, verify and approve for payment all large medical bills incurred by Sisters.
  - a. Resolve billing and payment problems.
  - b. Respond promptly and helpfully to any Sister's concerns or questions.
5. Supervise the maintenance of an accurate and current filing system for all relevant documentation.

**Basic Qualifications:**

- Post-secondary education equivalent to an Associate Degree or completion of a two-year business program.
- Prefer 1 to 3 years of experience working in an accounting, medical or business office setting including the use of the skills listed below or aptitude to learn.
- Requires knowledge of government benefit programs available as a resource to School Sisters of Notre Dame.
- Ability to communicate effectively with various publics, including the elderly.
- Ability to maintain a high level of confidentiality.
- Must be able to plan, implement and work with minimal direct supervision.
- Ability to set and rearrange priorities.
- Ability to work accurately with detail.
- Competence in using Microsoft Office programs including Excel, Word.

**Job Type:** Full-time, 40 Hours Per Week

**Benefit Eligible:** Medical, Dental & Vision Insurance, Short-term & Long-term Disability Benefits, Life Insurance, 403(b) Retirement Benefits, Generous Paid-time-off Benefits and Holiday Pay

**If you are interested in this position please complete an application or send a cover letter and resume to Lindsey Van Beck at [Lvanbeck@ssndcp.org](mailto:Lvanbeck@ssndcp.org).**

**If you have any questions contact:  
Lindsey Van Beck, Human Resources  
Phone Number: 414-975-0007  
Email: [Lvanbeck@ssndcp.org](mailto:Lvanbeck@ssndcp.org)**