



RECRUITMENT ANNOUNCEMENT (12-01-2011)

The North Carolina League of Municipalities is initiating the recruitment process for the following position in the Health Benefits Trust unit. The purpose of this position is to identify and manage wellness resources for the membership and provide a wide range of support for the Health Benefits Trust. Work requires assisting members in the development of their wellness program by identifying local wellness program resources, managing wellness vendor, grants administration and coordinating wellness service available from the Trust, the wellness vendors of the Trust and the Trust claims administrator. Work also includes a wide range of service for the membership and support for the Director of Health Benefits. This service and support includes customer service support for the health plans, claims administration for disability and life claims, maintaining inventory and mailing information to members, data transfers to Trust vendors, preparation of new member quotes and rate mailings, maintaining records, COBRA administration for the vision plan, updating and maintaining administrative manuals, traveling and conducting onsite meetings, and attending meetings. Anyone who meets the requirements and is interested in being considered for this position should submit resume to jobs@ncim.org.

Wellness and Health Benefits Administrator SG 639 \$53,228-\$85,165

Responsibilities/Requirements

Provides member support in developing wellness programs: includes identification of local wellness resources, update of current wellness manual, review of and administration of wellness and EAP program grants, promotion and management of lending library, attendance at health fairs, leading "lunch and learns" at member locations, distribution of wellness information and coordination of wellness resources from various sources. Assists Director of Health Benefits by responding to member needs regarding eligibility, claim appeals, rate information; conducting large city member visits; administering COBRA for vision participants; conducting employee meetings; attending health fairs; maintaining calendar of meetings; preparation of quotes for groups under 50 employees; managing data transfers to vendors; sending proposal acceptance forms and interlocal agreements to new members; printing and mailing membership information; maintaining claim and wellness reports; and maintaining current information in membership database. Maintains supplies and manages mailings to the membership by keeping inventory of summary plan descriptions, plan summaries, marketing materials, and promotional items for employee meetings, health fairs, new and existing groups; work with appropriate personnel to create and print revised Health Benefits Trust supplies; and maintains the budget for promotional items. Oversees life applications, death and disability claims and reports by proofing and submitting applications and claims; receiving monthly life claim reports and verifying accuracy.

Minimum Qualifications:

Work requires broad knowledge in a general professional or technical field. Knowledge is normally acquired through four years of college resulting in a Bachelor's degree or equivalent. Certified Health Education Specialist designation and/or Health Insurance Associate certificate are preferred. Over five years up to and including seven years experience, including experience in wellness program administration and experience in self-funded health program administration.

Skills/Certifications/License Required: Valid Class C Driver's License; Certified Health Education Specialist preferred.

This position reports to the Director of Health Programs and is located in Raleigh, NC.

Deadline: Open until filled.