



## TRIBAL PERSONNEL DEPARTMENT

# JOB ANNOUNCEMENT

**JOB TITLE:** Billing and Intake Specialist/Administrative Assistant  
**SUPERVISOR:** Gookomis Endaad Director  
**LOCATION:** Gookomis Endaad Substance Abuse Treatment Facility  
**POST DATE:** October 6, 2025  
**CLOSING DATE:** October 20, 2025

**General Description:** The Billing Specialist/Administrative Assistant is responsible for the day-to-day management of accounts payables and receivables, billing operations, and basic office tasks of Gookomis Endaad.

**Qualifications:** High school diploma or equivalent required. Knowledge of CPT, ICD-9 required; ICD-10 coding preferred. Basic accounting education and/or medical billing experience required. Basic computer experience required. AODA experience preferred.

**Salary:** \$20.00/hr.

**How to Apply:** Submit your application for employment, and notarized release of information form by the deadline. Applications and detailed job descriptions can be requested via phone or email and are available at the William Wildcat Tribal Center in the Human Resources Department. Please submit your application materials to:

Human Resources Department  
P.O. Box 67  
Lac du Flambeau, WI 54538  
715-588-3303  
Email: [hr@ldftribe.com](mailto:hr@ldftribe.com)

Native American preference will be applied to hiring of this position as defined in Title 25, U.S. Code, Chapter 14, Subchapter V, subsection 273 & 274. We are an equal opportunity employer with preference given to qualified Native American applicants in accordance with federal law and tribal policy.

**Lac du Flambeau Band of Lake Superior Chippewa Indians**  
**Non-exempt Position Description**

**A. TITLE OF POSITION:** Billing and Intake Specialist/Administrative Assistant

**B. DEPARTMENT:** Gookomis Endaad Substance Abuse Treatment Facility

**C. SUPERVISOR'S TITLE:** Gookomis Endaad Director

**D. DESCRIPTION OF DUTIES:** The Billing and Intake Specialist/Administrative Assistant is responsible for the day-to-day management of billing operations, and basic office tasks of Gookomis Endaad. Specific responsibilities include but are not limited to the following:

1. Assure all pre-authorizations are completed and all billing resources have been maximized.
2. Initiate and maintain 3<sup>rd</sup> party billing applications, contracts and provider credentialing while minimizing accounts receivables.
3. Schedule intakes with relatives and ensure all necessary paperwork is reviewed, sign, and uploaded in EHR upon admission.
4. Process referrals in EHR and work in Clinical Staff and Director to staff relative or offer resources if relative needs a different level of care.
5. Answering the phone, taking messages and providing excellent customer services skills.
6. Scanning Clinical Teams documents in EHR.
7. Assure timely billing resources are identified and set-up at the time of intake that meets approved regulations, partner standards and organizational policy.
8. Develop single case agreements with funders when applicable.
9. Assist in the preparation of reports, correspondence, narratives, statistical and other documents as required by guidelines, regulatory/contract/agreement requirements, and funding sources.
10. Assist in the development and the delivery of quality services and engaging in activities that meet the staff's and 3<sup>rd</sup> party payors' needs and requirements.
11. Support the day-to-day operations in compliance with tribal policies, accreditation and regulatory standards, contract and agreement requirements.
12. Assists the Director to ensure budget requirements are met and adherence to approved measures.
13. Entry of daily residents' attendance to verify monthly room and board billing.
14. Follow-up with funding sources via telephone, correspondence and other electronic means to keep current with intake requests.
15. Post daily charges for billing providers' visits and other staff activities.
16. Perform daily billing to all payors and reconcile accounts that have open status to obtain payments in a timely manner, minimizing accounts receivables.
17. Local travel is required and training as requested.
18. Understand, practice, and enforce HIPAA regulations.
19. Provide staff with weekly reporting, ensuring compliance with contractual and agreement standards.

20. Track all FQHC visits, verify for accuracy and process the monthly and annual FQHC funding report to the State of Wisconsin.
21. Attend and facilitate meetings as scheduled to keep abreast of current needs to continually update resident and facility financial goals.
22. Complete monthly and annual provider and facility charges for auditing requirements.
23. Understand, practice and enforce appropriate staff, community and partner communications that promote the organization and the tribe towards successful operations and outcomes.
24. Understand, communicate and promote other tribal programs to residents, providers, partners, and staff when appropriate.
25. Other job related duties as assigned.

**E. POSITION RELATIONSHIPS:**

1. **Internal:** Daily face-to-face, written and telephonic contact with residents, providers, staff and vendors.
2. **External:** The incumbent may represent the resident, family, facility, community, or tribe at outside hearing, meeting, or public events. Must be able to represent the tribe in a positive fashion consistent with tribal and organizational goals.

**F. SUPERVISORY RESPONSIBILITIES:** None.

**G. SUPERVISION RECEIVED:** Gookomis Endaad Director

**H. EDUCATION:** High School diploma or GED equivalent required. Basic accounting knowledge and/or medical billing experience is required. Knowledge of CPT, ICD-10 coding required.

**I. EXPERIENCE:** At least 2 years medical office experience required. At least 1-year insurance billing required. AODA experience preferred. Proficient understanding of DHS 75.

**J. SKILLS:**

1. Ability to maintain confidentiality regarding all matters relating to patients and strict practice of HIPAA compliance.
2. Proficient at using office equipment (computer, copier, scanner, fax), computer software (Word and Excel), and have above average typing skills.
3. Ability to interpret insurance company explanation of benefits to accurately post payments and adjustments.
4. Ability to interpret medical procedures and diagnoses codes to accurately correct and resubmit claims to insurance carriers for payment.
5. Must be able to express information to individuals or groups effectively, taking into the account the audience and nature of the information.
6. Well organized and efficient, able to follow strict timelines.
7. Ability to function with limited direct supervision.

8. Ability to maintain professional attitude under stressful situations dealing with both insurance companies, and/or patients, and/or other departments within tribal operations.
9. Above average organizational and critical thinking skills.
10. Have working knowledge of ICD-10, medical terminology and abbreviations and billing standards related to behavioral health.
11. Proper phone etiquette and professionalism.
12. Effectively participate as a team member by providing-assistance to co-workers.

**K. WORKING ENVIRONMENT:**

1. **Work Conditions:** Regular periods of moderate to high stress levels. Primary sources of stress deal with staff, resident and resident family issues, payors and contracted parties in residential setting and workload.
2. **Exposure to Hazards:** Moderate threat of personal danger or risk. Daily exposure to communicable and infectious disease.
3. **Physical Requirements:** Work is primarily indoors in a controlled climate area, but may require outside activities.

**L. BEHAVIOR:** The vision, goals and objectives of the Lac du Flambeau Band of the Lake Superior Chippewa Indians require the Billing Specialist/Administrative Assistant to perform in both a professional and personable manner. The manner in which the employee relates to fellow employees, residents, vendors, payors and visitors are considered parallel in importance to technical knowledge and ability. Respect and consideration given to the dignity of each resident, visitor and fellow employee is a requisite of successful job performance. Any attitude or behavior that will tarnish the name or reputation of the organization, facility and/or Lac du Flambeau Tribe will not be tolerated and will be subject to disciplinary action.

**M. OTHER:** Demonstrate a strong commitment to cultural beliefs and values of the Lac du Flambeau Band of Lake Superior Chippewa Indians and the governing Tribal Council. Practices cultural sensitivity at all times, recognizing the respective diverse work styles within the organization and the Lac du Flambeau community. Must submit to a drug test prior to commencing employment and random testing thereafter. Criminal background check required applicable to the job description. Employee must provide proof of immunity to measles, mumps, rubella, varicella, hepatitis B, Td/Tdap (tetanus/diphtheria/pertussis) at the time of employment and submit to a TB test. Must be CPR certified or complete necessary training within 6 months of employment. As an employee of the Tribe, he/she will be subject to the Policies and Procedures of the Lac du Flambeau Band of Lake Superior Chippewa Indians.

**N. SIGNATURES:**

<div style="border-top: 1px solid black; margin-bottom: 5px;"></div> <div style="display: flex; justify-content: space-between;"> <span><b>Employee</b></span> <span><b>Date</b></span> </div>	<div style="border-top: 1px solid black; margin-bottom: 5px;"></div> <div style="display: flex; justify-content: space-between;"> <span><b>Manager</b></span> <span><b>Date</b></span> </div>
<div style="border-top: 1px solid black; margin-bottom: 5px;"></div> <div style="display: flex; justify-content: space-between;"> <span><b>Tribal Administrator</b></span> <span><b>Date</b></span> </div>	<div style="border-top: 1px solid black; margin-bottom: 5px;"></div> <div style="display: flex; justify-content: space-between;"> <span><b>Human Resource Director</b></span> <span><b>Date</b></span> </div>