



A Community Mental Health / Developmental Disabilities/ Addictive Diseases Program

Benefits Specialist

Job Information

Job Type: Full-Time

Pay: \$45,000 per year

Program: Human Resources

Location: Muscogee County

Posting Date: 8/2/2024

Application Deadline: Open Until Filled

Position Open to: All qualified applicants

Submit completed State of Georgia application to Recruiter:

New Horizons Behavioral Health
2100 Comer Ave.
Columbus, Georgia 31904

Fax: (706) 596-5589

Email: jobs@nhbh.org

Website: www.nhbh.org

Job Description

The Benefits Specialist is responsible for managing and administering employee benefit programs. This role involves ensuring compliance with benefits regulations, communicating benefits information to employees, supporting benefits-related inquiries, and managing the credentialing of healthcare providers, if needed. **Responsibilities include:**

- Manage the enrollment and administration of employee benefits programs, including health, dental, vision, life insurance, and retirement plans. (i.e. SHBP/ADP, Flex/GA Breeze, Retirement/Disability Retirement).
- Act as the primary point of contact for employees regarding benefits questions, issues, and changes.
- Provide guidance on benefits options and assist employees with the enrollment process.
- Develop and distribute benefits-related communications, including open enrollment materials, benefit updates, and educational resources.
- Conduct benefits orientation and information sessions for new hires and current employees.
- Leave of absence administration, coordination, management, and tracking (i.e., FML, LWOP, Military)
- Worker's Compensation and Special Injury administration, coordination, and management
- Accrued Leave management/reconciliation and manual entries as needed matters
- Employee Assistant Program (EAP) contact and subject matter expert in benefit policy interpretation and assistance
- Reports/Billing Reconciliation assistance

Minimum Qualifications:

Bachelor's degree in Human Resources, Business Administration, Health Administration, or a related field, or equivalent work experience. Excellent organizational, problem-solving, written & verbal communication skills. Proven experience (2-5 years) in benefits administration, provider credentialing, or a related HR role. Strong knowledge of benefits regulations and compliance requirements, as well as provider credentialing standards.

Applicant may be subjected to a Fingerprint Based Background Check of the Georgia and Federal Criminal History Record Databases. New Horizons Behavioral Health does not discriminate on the basis of disability in the admission or access to, or treatment or employment in, its program or activities. An applicant who has a disability which requires special accommodations should contact this office.

Due to the volume of applications received, we are unable to provide information on application status by phone or e-mail. We are also unable to contact applicants who are not selected for a position. All qualified applicants will be considered, but may not necessarily receive an interview. Selected applicants will be contacted by Human Resources to continue the hiring process.