



Tribal Health Benefits Coordinator

****NOTICE OF INTERNAL JOB OPENING****

Department: Administration	Reports to: Deputy Executive Director
Pay Range: \$35.29 - \$49.40	Classification: Full-time/Non-exempt
APPLICATION CLOSING DATE: Friday, May 29, 2026 @ 5:00 p.m., PST	

Mission Statement: The Federated Indians of Graton Rancheria Tribe exists to exercise its inherent sovereign powers, customs, and traditions; to perpetuate its unique Native heritage; to preserve and protect the rights and privileges of the Tribe; to establish justice in the conduct of tribal affairs; to work for the social and economic betterment of all Tribal Citizens, and to foster the value of education.

Position Purpose:

The Tribal Health Benefits Coordinator (THBC) supports the coordination and administration of the Tribal Health Benefits Program by coordinating all aspects of the Tribal Health Benefits program provided for FIGR Tribal Citizens. The coordinator will serve as a point of contact to the Tribal Citizens and will perform a wide range of critical duties in all aspects of the Tribal Health Benefits Program following all program policies and procedures.

Qualifications:

A combination of experience and education may be acceptable.

Experience:

- Three years' experience in Benefits Administration, Health Services, Tribal Enrollment/Benefits Programs, or related field.

Education:

- High school diploma or equivalent (GED)

License/Certification:

- Must possess a valid driver's license and be insurable under the Tribe's policy.

Preferred Qualifications:

- Associate degree in Human Services, Health Administration, or related field.

Benefits:

Enrolled employees maintain their current benefits, and any voluntary supplemental insurance.

To Apply: Qualified "Employee" applicants must complete an Internal Transfer Opportunity Form (ITOF); **for a copy of the ITOF, job description, and job announcement, please go to the following path: S:\Policy & Procedures & Forms\Internal Employment Opportunities\Department Name**. Employees must submit the ITOF along with their cover letter and resume to the Human Resources Department or send via email to hr@gratonrancheria.com

FIGR CITIZENS AND INDIAN PREFERENCE WILL APPLY

The Federated Indians of Graton Rancheria is a federally recognized Indian Tribe and, in accordance with the Tribe's human resources policies, has adopted and implemented a Tribal and Indian Preference Employment Statute. Pursuant to this Statute, Federated Indians of Graton Rancheria shall give preference in hiring in the following order of priority: (1) Citizens of the Federated Indians of Graton Rancheria, (2) All Native Americans who are members of or affiliated with a California Indian Tribe with ties to Marin and Sonoma Counties, (3) All Native Americans who are members of or affiliated with any other California Indian Tribe, and (4) All other Native Americans who are members of a Federally Recognized Indian Tribe.