



## **Director of Health Benefits**

The Delaware Valley Health Trust (DVHT) has an exciting opportunity for a health benefits professional who will oversee the development, implementation, and management of Health Trust programs as well as lead a team of dedicated professionals. This senior level position plays a critical role in the Trust's operational effectiveness and organizational administration and focuses on essential internal and external relationships.

### **Responsibilities and Essential Functions of the Position:**

- Manages the development, implementation, and maintenance of member medical, prescription drug, dental, vision and supplemental plans (life and disability insurance);
- Oversees the day-to-day operations associated with group health and welfare benefits plans administered by the Trust, including ensuring that all benefits inquiries and enrollment changes are handled in a timely and courteous manner;
- Maintains up-to-date and accurate plan documentation for all health and welfare plans, including preparation and distribution of SBCs;
- Coordinates and oversees the RDS application process with CMS, Medicare Part D creditable coverage notification process and Forms 1094 and 1095 reporting process;
- Ensures compliance with applicable federal and state law in collaboration with legal counsel, including ACA, PHSA, COBRA, HIPAA, GINA, MHPAEA, Section 125, etc.
- Manages vendor relationships in a collaborative manner including meeting with vendors for quarterly or annual reviews and follow up, acting as a liaison to ensure good communication along with resolving any administrative issues;
- Works closely with consultants/vendors to conduct benchmark analysis to identify trends in industry and competitors;
- Actively participates in benefits information meetings with new and existing members on an as-needed basis;
- Creates and optimizes member retention strategies. Designs and implements communication programs to enhance the value of Health Trust programs and increase enrollee understanding and engagement;
- Leverages quantitative and qualitative analysis to inform and drive performance and strategic decisions and recommendations;
- Oversees the implementation of all wellness initiatives;
- Evaluates and analyzes the results of Health Trust programs and services and reports these results to the Executive Director on an ongoing basis;
- Provides excellent member service to internal and external customers;
- Works effectively under time constraints to meet deadlines and manage several different tasks concurrently;
- Stays current of best practices and industry trends. Participates in professional associations as well as informal peer networking and conferences;
- Works with accuracy and attention to details;
- Maintains privacy of confidential records, correspondence and/or files;
- Effectively communicates in writing and verbally to convey information in a clear manner consistent with job functions;
- Establishes and maintains excellent working relationships with the Trust Management Team, co-workers, other departments, members, vendors, etc;
- Responds promptly to member and prospective member inquiries;
- Carries out supervisory responsibilities of direct reports in accordance with organizational policies and applicable laws;
- Ability to make difficult decisions in a fair, honest and ethical manner;
- Carries out job functions without posing a health or safety threat to self or others;

- Maintains acceptable attendance standards; and
- Performs other related duties and responsibilities as assigned.

### **Physical Demands of Job**

- Ability to sit for extended periods of time while working;
- Frequent hand, fingers and arm use and excellent eye-hand coordination;
- Occasionally perform activities involving walking, bending, squatting, reaching, and climbing stairs;
- Occasionally stand for extended periods of time;
- Ability to hear clearly and speak intelligibly;
- Ability to see and perform visual activities such as close-up paperwork, using a display monitor, reading, and writing; and
- Ability to lift and/or move up to 25 lbs.

### **Qualifications:**

- Bachelor's degree from an accredited institution in business or health administration. Master's degree preferred;
- Minimum of ten (10) years of health or benefits administration experience. CEBS designation preferred;
- At least five (5) years prior supervisory experience; or
- Equivalent combination of education, experience and/or training which provides the knowledge, skills, and abilities necessary to perform the essential functions of the position and required work;
- Advanced understanding of health and welfare benefits plan implementation and claims handling processes (familiarity with and relationships within Aetna are a plus);
- Advanced understanding of a wide array of health benefit plan types, including PPOs, HMOs and HDHPs and related arrangements such as HRAs, HSAs and FSAs;
- Advanced understanding of laws involving employee benefits (e.g., ACA, PHSA, COBRA, HIPAA, GINA, MHPAEA, Section 125, etc.), including the ability to identify issues and willingness to partner with Trust legal counsel to ensure compliance and minimize risk;
- Strong interpersonal skills to effectively cultivate relationships with Trust staff, current and prospective members, vendors, training partners, etc.;
- Strong ability to organize, plan and prioritize workload involving multiple projects at one time;
- Strong ability to communicate effectively to diverse audiences;
- Strong critical thinking skills and problem-solving abilities;
- Proficient in Microsoft Office programs including Outlook, Excel, and Word; and
- Understanding of and familiarity of working in databases.

### **Compensation and Benefits:**

We offer a competitive salary commensurate with education and experience, along with many employer-paid benefits. Our comprehensive benefits package includes life insurance, health insurance, dental insurance, vision insurance, flexible spending accounts, defined benefit retirement plan, deferred compensation plan, generous paid time off, short and long-term disability coverage, tuition assistance, and other training and professional development opportunities. Our office dress code is business casual.

### **Equal Opportunity Employer:**

The Delaware Valley Trusts are committed to equal employment opportunity and compliance with all laws and regulations pertaining to it. Our policy is to provide employment, training, compensation, promotion, and other conditions or opportunities of employment, without regard to race, color, religion, age, sex, sexual orientation, transgender, national origin, disability, genetic information, veteran or marital status, or any other characteristic protected by law.

**How to Apply:** If you are interested in exploring this career opportunity, please submit a resume, cover letter, and salary requirements to [careers@dvtrusts.com](mailto:careers@dvtrusts.com). Please include "Director of Health Benefits" in the email subject line.