

**NORTHERN CHEYENNE TRIBE
TRIBAL BOARD OF HEALTH**

POSITION: Medical Assistance Coordinator

DEPARTMENT: Northern Cheyenne Tribal Board of Health Budget Office

ACCOUNTABLE TO: Executive Finance Officer

CLASSIFICATION: Full Time

OPENING DATE: April 10, 2024

CLOSING DATE: April 24, 2023 at 4PM

How To Apply: Submit a completed application, **RESUME** (3) current (within 1 year) letters of recommendations (one must be past/present employer, Tribal certification or Tribal I.D. (if claiming Tribal preference) a DD214 (if claiming Veteran's preference) and college transcripts, (if claiming college education) to: Northern Cheyenne Tribe, attn. Human Resources Office, P.O. Box 128, Little Wolf Capitol Building, Lame Deer, Mt. 59043

****Driver's License and Driving record required for this position****

Submit the required documents to the Human Resources Office located at the Little Wolf Capitol Building at the Security Desk, or mail to the Northern Cheyenne Human Resources Department at P.O. Box 128, Lame Deer, Montana 59043, or you can call (406) 477-4825 to email or fax.

**ONLY COMPLETE APPLICATIONS WILL BE CONSIDERED
(applicant will be notified of any missing documents)**

SUMMARY OF WORK:

This position helps prepare & assist with the process for requesting medical assistance by patients from the Northern Cheyenne Tribal Board of Health in accordance with the Northern Cheyenne Purchasing Management System. This position is responsible for guiding and processing all requests for medical assistance from community members. This position all follows the requests through the approval process all the way to the submittal to Central Finance for payment.

JOB CHARACTERISTICS:

Nature of Work: This position is responsible for receiving, presenting for approval, and processing of all requests for Medical Assistance from the community. This position must be very organized and possess great communication skills. Also responsible for tracking the request from start to finish.

Personal Contacts: The position makes frequent contact with the public, Executive Director, Deputy Director, Executive Finance Officer, Procurement Officer, and Tribal Board of Commissioners.

Supervision Received: The incumbent's work is primarily independent and receives technical supervision only on complicated or complex matters. The incumbent receives general supervision by the Executive Finance Officer.

Supervision Exercised: None.

Essential Functions: This position is responsible for ensuring that medical assistance clients receive their payments in a timely manner and with respect to their appointments. The incumbents work is periodically reviewed for compliance with Tribal procurement policies for work quality and quantity.

JOB REQUIREMENTS:

Knowledge: This position requires knowledge of local resources and the procurement process for payments. Incumbent must have knowledge of computer applications and programs such as Microsoft professional office.

Skills: Requires skills in the use of a computer, calculator, fax machine, email and telephone.

Abilities: This position requires the ability to plan, schedule, and execute a broad variety of tasks in pre-planning by maintaining accurate logs and files for tracking payments. This position requires good judgment and sound business ethics.

JOB ACCOUNTABILITY AND PERFORMANCE STANDARDS:

The incumbent must ensure that all medical assistance requests are accurate and valid. The incumbent is responsible for ensuring a follow up is conducted to assure that vendor payments are made in a timely fashion in association with the Tribe Central Finance Department and Procurement Office. Evaluation of this position will be based primarily upon performance of the requirements and duties. Examples of job performance criteria specific to the Northern Cheyenne Tribal Board of Health include but are not limited to:

- Accepts all requests for Medical Assistance
- Routes all requests for assistance through the proper approval process
- Prepares and Submits payment vouchers for payments.
- Tracking of all payments to ensure they are paid with respect to appointment times.
- Maintains accurate and timely records and submits accurate and timely reports.
- Demonstrates proficiency in interpreting the NCT Financial Manual
- Adheres to standards of confidentiality
- Demonstrates punctuality and observes work hours
- Must agree to and sign waiver for pre-employment drug testing
- Establishes and maintains effective working relationship with supervisor, fellow employees and the public.
- Other duties as assigned by your supervisor.

Education and Experience:

The above knowledge, skills and abilities are typically acquired through a combination of education and experience equivalent to:

- High school diploma or GED required.
- Must submit to and pass a Federal Background Check
- Driver's license and Driving Record required for this position.