

**CONFEDERATED SALISH AND KOOTENAI TRIBES
OF THE FLATHEAD NATION
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******V A C A N C Y A N N O U N C E M E N T******

TITLE: Healthcare Benefits Coordinator
LOCATION: Tribal Health Department – Polson, MT (may change)
SALARY: \$17.17 to \$19.73 per hour (may be employed under contract)
CLOSING DATE: Thursday, January 2, 2025 at 5:30 p.m. MST

SPECIAL CONDITIONS:

This is not a Testing Designated Position (TDP) within the definition of the CSKT Drug Testing policy. **The successful applicant, if not already employed by the Tribes must pass a pre-hire drug test and serve a mandatory six (6) month probationary period.**

Responsible for the efficient and effective outreach and enrollment to the beneficiary population that may be eligible for Alternate Benefits such as Medicaid, Medicare, Veteran’s Benefits, Private Health Insurance, Shriners, Social Security Disability, Big Sky RX and Affordable Care Act Marketplace Insurance.

Responsible to optimize customer service to ensure a positive patient experience while applying for Alternate Benefits and will work as part of a team dedicated to expanding health care access through the use of Alternate Benefits (other than THPC).

Specific Duties include:

Manages day to day referrals for increased health care access using established policies, regulations and standards. The goal is to have increased eligibility for health care through alternate payers such as Medicaid, Medicare, Veteran’s Benefits, and private health insurance.

Ensures adherence to policy, procedures, regulations and eligibility criteria of the various payers.

Maintains up to date knowledge of computer systems, insurance/government regulations and beneficiary access policies which are used to determine eligibility for Alternate Benefits.

Coordinating documentation of benefits processed in support of enrollees as required. Ascertaining accuracy of deductibles, co-payments, and co-insurance payments to be forwarded to THPC.

Collaborating with the Alternate Benefits Program Manager to develop outreach material regarding Tribal Insurance Premium Sponsorship Program, Medicare, Medicaid (MSPs), Affordable Care Act, Marketplace Insurance Exchange, Veterans Administration, Social Security Disability, Social Security Extra Help, Equitable Relief, Dual eligibility, Big Sky Rx to distribute at outreach events and health fair events hosted by Tribal Health Department and other affiliated partners.

Collaborating with Alternate Benefits Program Manager and Healthcare Resource Coordinator to create, host, and present educational sessions on various topics, and various platforms, related to Medicare,

Medicaid (MSPs), Marketplace Insurance, Employers Insurance, VA Benefits and the Tribal Health Insurance Premium Sponsorship Program that are available to Tribal health recipients throughout the Flathead Reservation. Conduct annual program evaluations to determine the efficacy of the program.

Maintains a system to monitor benefit end dates so that beneficiaries may continue their coverage. Assists beneficiaries with all applications and documentation necessary to sustain current or new coverage.

Develops and maintains extensive knowledge of government, private and commercial health care and social service resources available to the community.

Other duties as assigned.

MINIMUM RECRUITING QUALIFICATIONS AS REFLECTED ON TRIBAL EMPLOYMENT APPLICATION:

Bachelors or Associate Degree in Social Work, Medical or Business Administration or minimum of five (5) years increasingly responsible and relevant work experience including 2 years' experience working with electronic health record data system.

Employee must become a Certified Application Counselor for the Federally Facilitated Marketplace within the first 90 days of hire. Employee must complete State Health Insurance Assistance Program training and the Tribal Veteran Representative training within the first year of hire. These certifications must be maintained annually.

Must possess a valid driver's license.

DESIRABLE QUALIFICATIONS (AS DETERMINED BY THE INTERVIEW):

- Request a copy of position description from the Personnel Department for full details.

SUBMIT:

1. Completed Tribal employment application.
2. Copies of relevant degree/academic transcripts, training certificates, and licensure.
3. Copy of a current valid driver's license.
4. Proof of enrollment in a federally recognized Tribe if other than CSKT.
5. If claiming veteran's preference, a copy of the DD214 must be submitted.

FAILURE TO SUBMIT ALL OF THE ABOVE INFORMATION WILL RESULT IN IMMEDIATE DISQUALIFICATION DURING THE SCREENING PROCESS

SUBMIT ALL OF THE ABOVE TO: Personnel Office, PO Box 278, Pablo MT 59855, telephone (406) 675-2700 Ext. #1040 or personnel@cskt.org

FOR MORE INFORMATION:

Contact Gloria Quiver at 406-675-2700 ext. 7319