

**NORTHERN CHEYENNE TRIBE  
TRIBAL BOARD OF HEALTH  
POSITION DESCRIPTION  
2018**

**POSITION:** Tribal Premium Sponsorship (TPSP) Program Manager

**SALARY:** \$26.00- 28.24 Per hour

**DEPARTMENT:** Northern Cheyenne Tribal Board of Health, Revenue Enhancement

**ACCOUNTABLE TO:** Director of Revenue Enhancement

**CLASSIFICATION:** Regular Full-time

**OPENING DATE: OPEN UNTIL FILLED**

**How to Apply:** Submit a completed application, **RESUME**, (3) current (within 1 year) letters of reference, valid Montana Driver's License (must be insurable), copies of certifications (if claiming Tribal preference) a Tribal I.D or Tribal Certification, and (if claiming Veteran's Preference) a DD214 to the Northern Cheyenne Tribe, Attn: Human Resources Office, P.O. Box 128, Little Wolf Capitol Building, Lame Deer, Mt. 59043

**Summary of Work:** This position is responsible for the development, planning, organization and implementation and function of the Tribal Premium Sponsorship Program to improve access to medically-necessary health care services and maximize revenue streams for the Northern Cheyenne Tribal Board of Health.

**Job Characteristics:** This position will be responsible for all the Tribal Premium Sponsorship functions for the Northern Cheyenne Tribal Board of Health. The candidate will possess a strong skill-set in the following areas: Patient intake processes; work-flow process; knowledge of and / or ability to develop a detailed understanding of federal policies pertaining to health insurance coverage through the Marketplace; manage, evaluate, plan, establish, and implement policies that pertain to the operation of the Tribal Premium Sponsorship Program and Revenue Enhancement Office.

**Nature of Work:** To successfully develop, implement, and operate the Tribal Premium Sponsorship Program, the Program Manager will need to: identify key activities; develop work plans to successfully implement the tasks; and harness the cooperation of IHS staff, health plan representatives, leadership of the Northern Cheyenne Tribal Board of Health, Program enrollees, and Program staff to achieve Program goals. This will include development of policies, procedure, and training as it pertains to the Tribal Premium Sponsorship Program activities; as well as have the ability to identify, advocate for and capitalize on opportunities to improve access to health care services for Program enrollees and enhance TPSP revenue for the health care system.

**Personal Contacts:** Will work directly with the Tribal Board of Health, Tribal Administration, community members, State and Federal health care organizations and payer sources clinicians and administrators of Indian Health Service (IHS).

**Supervision Received:** General supervision by the Director of Revenue Enhancement. Follow written policies and procedures and State/Federal regulations and guidelines.

**Supervision Exercised:** Supervision of the Revenue Enhancement Department operations and staff.

### **Areas of Job Accountability**

**Program Director:** The TPSP Program Director shall have, at minimum, a bachelor's degree from an accredited university; however, a master's degree in Health Administration or a related area is preferred. The TPSP Program Director shall also have at least seven (7) years' experience working in the field of tribal health care administration and has training and experience on the Affordable Care Act. In addition to these minimum qualifications, the Tribe will ensure that the Program Director receives additional training on the Affordable Care Act, the ISDEAA, Tribal Premium Sponsorship Programs, and the Federally Facilitated Exchange.

### **Essential Functions**

- Must have the ability to develop and implement policies that pertain to TPSP
- Must have excellent verbal and communication skills.
- Will act as a liaison between the state, federal and private insurance organizations in order to monitor, report and negotiate managed care contracts.
- Sets the tone with subordinates for compliance of the Health Insurance Portability and Accountability Act – HIPAA.
- Must comply with Policies and Procedures of the Northern Cheyenne Tribal Board of Health Department.
- Must have the ability to maintain effective working relations with subordinates, colleagues, and other key stakeholders inside and outside the organization.
- Must be able to handle conflict resolution with good judgment, professionalism and courtesy.
- Must be familiar with the Affordable Care Act (ACA) and the Marketplace to enroll participants for health care.
- Must be knowledgeable with Medicare, Medicaid and private insurance procedures.
- Must be knowledgeable with all revenue components for programs at NC Tribal Board of Health.

### **Managing**

- Develop budgetary plans, programs, and guidelines to ensure the team's strict adherence with financial guidelines and requirements.
- Ensures that operating expenses are within the prescribed limits of budget plans and fiscal guidelines.
- Provides reports as required, for development and management of TPSP.

- Monitors timeliness and effectiveness of department activities.
- Monitors effectiveness of collection efforts and maintains insurance billing parameter are within the established time frame specified in the department policy.
- Compiles and prepares various status reports for management in order to analyze trends and make recommendations.

### **DUTIES AND RESPONSIBILITIES:**

- Responsible for the planning, development, organization, implementation, and evaluation of TPSP.
- Develop and implements, evaluates and maintains the fiscal activities as they impact the TPSP Office.
- The incumbent is responsible for overseeing the implementation of the TPSP Office.
- Develop and maintain training programs for TPSP staff to remain in federal compliance.
- Knowledge of the Affordable Care Act.
- Other Duties as assigned by Supervisor
- Knowledge of and ability to forecast changes and shifts in the healthcare industry.
- Develops and formulates performance measures and standards for the team, as basis for the conduct of annual performance management review program.
- Reviews and evaluates the performance of the team, on regular and periodic basis, and ensures that the overall performance of the team is on track, and well within the pre-established goals and objectives.
- Consolidates performance status reports of the team as basis for monitoring the weekly progress of the various activities within the team.
- Strong managerial competencies in the areas of leadership and team development, managerial coaching and mentoring and situational assessment skills and with a proven track record in building and developing high performing teams.
- A change agent and capable of guiding the organization in initiating various change.

### **Job Requirements:**

**Knowledge:** This position requires knowledge with the Tribal Premium Sponsorship Program, Medicare & Medicaid, Affordable Care Act, overall revenue management of the Northern Cheyenne Tribal Board of Health. Have knowledge of HIPAA compliance and confidentiality

**Skills:** Strong ethics and a high level of personal and professional integrity. Strong analytical skills and adept in interpreting strategic vision into an operational model. An effective communicator at all levels in the organization, with strong oral, written and persuasive skills.

**Abilities:** Ability to supervise, delegate, review and coordinate work of employees supervised. Must be able to track shifts along with changes within healthcare industry, and the Affordable Healthcare Act. Must have analytical skill with third party revenue generation. Must have good communication, verbal, and in writing.

### **EDUCATION:**

- Bachelor's Degree from an accredited university; however, a Master's Degree in Health Administration or related area is preferred.
- Minimum of 7 years' experience working in the field of health care administration or a related field.

**JOB PERFORMANCE STANDARDS:**

1. Will provide ongoing personal growth through education and/or training.
2. Develop a plan for own personal growth.
3. Maintain a high level of competency within staff.
4. Maintains functional awareness of changes being made within healthcare industry in regard to federal regulations.
5. Must have knowledge of The Affordable Care Act.