

**NORTHERN CHEYENNE TRIBE
BOARD OF HEALTH**

POSITION: CREDENTIALER

DEPARTMENT: NC TRIBAL BOARD OF HEALTH

ACCOUNTABLE TO: EMPLOYMENT SERVICES DIRECTOR

CLASSIFICATION: PERMANENT FULL-TIME **SALARY:** DOE

OPENING DATE: January 19, 2023 **CLOSING DATE:** February 1, 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

****Cover Letter noting education and experience highly recommended****

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 is responsible for conducting, participating in and maintaining credentialing processes. Oversees compliance with accreditation standards and regulatory requirements. Assisting the ESD with the credentialing of licensed staff to meet the requirements of federal funding through the Annual Funding Agreement and other Grants/Task orders. The duties of this role are centralized on utilizing strong organizational skills to develop, organize, and implement a system of support that achieves goals in addressing the proper timelines. This role will heavily collaborate with the Employment Services Director and other tribal health programs to prioritize recertification procedures and deadlines that meet the allowable federal guidelines of the AFA and other Program guidelines.

JOB CHARACTERISTICS:

Nature of Work: Will assist the ESD with all credentialing functions within the NCTBH program.

Personal Contacts: The incumbent interacts daily and frequently with the ESD. Additional contacts may include Tribal Administration, NCTBH Board, Indian Health Service representatives and other Federal and State officials. Additional contacts include all NCTBH programs, other Tribal programs, community. Any contacts related to verification for credentialing.

Supervision Received: The incumbent is under the direct supervision of the ESD.

Supervision Exercised: No Supervision Exercised.

Essential Functions: To assist the ESD in addressing all the NCTBH's credentialing needs.

AREAS OF JOB REQUIREMENTS AND ACCOUNTABILITY:

1. Astute awareness of federal guidelines and hiring requirements associated with AFA and Program guidelines.
2. Responsible for conducting, participating in and maintaining credentialing processes.
3. Will work closely with the ESD to process all credentialing functions within the NCTBH program
4. Email/phone correspondence pertaining to Credentialing.
5. Logging of all contacts pertaining to certification.
6. Maintains separate secure files for all credentialed staff.
7. Performs reference/educational contacts per schedule.
8. Carries out administrative duties such as filing, typing, copying, phone calls, scanning, etc.
9. Exhibits polite and professional communication via phone, email, and in-person
10. Supports program by performing tasks related to organization and strong communication

EDUCATION AND EXPERIENCE:

- Associate's degree or some college level education **preferred**
- High school diploma or equivalent education **required**
- 2-4 years of work experience in credentialing **preferred**
- Knowledge of appropriate software including: Microsoft Word, Excel, Outlook, and Google platforms (e.g. Sheets, Docs, Google Drive)
- Valid driver's license and current driving record **required.**
- Must submit to and pass a federal background check.

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