

NORTHERN CHEYENNE TRIBE
TRIBAL BOARD OF HEALTH

POSITION: Tribal Assister
SALARY: \$14.00 - \$16.08 Per hour
DEPARTMENT: Northern Cheyenne Tribal Board of Health, Revenue Enhancement
ACCOUNTABLE TO: Tribal Premium Sponsorship Program (TPSP)
CLASSIFICATION: Regular Full-time

OPENING DATE: May 4, 2022

CLOSING DATE: May 18, 2022 @ 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

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: The Tribal Assister is a full-time employee who provides education to potential enrollees on program eligibility requirements and general information on the Tribal Premium Sponsorship Program. Under close supervision, assist clients with the application process for health resource program insurance reimbursement.

Job Characteristics: This position will be responsible assisting consumers in understanding insurance options, determining eligibility, and facilitating enrollment in a qualified health plan.

Nature of Work: To successfully assist consumers in understanding insurance choices, benefits, and co-payments through the Tribal Premium Sponsorship Program.

Personal Contacts: Will work directly with the communities located on the Northern Cheyenne Reservation, Tribal members, and Tribal Board of Health.

Supervision Received: General supervision by the TPSP Program Manager, along with the Director of Revenue Enhancement.

Essential Functions

Areas of Job Accountability

Tribal Assister: The Tribal Assister shall have at minimum, an associate degree or a high school diploma or GED and at least (2) years' experience in the field of health care administration or related area. In addition, these minimum qualifications, the Tribe ensure that the Tribal Assister receives training on the Affordable Care Act, the ISDEAA, Tribal Premium Sponsorship Program and the Federally Facilitated Exchange.

DUTIES AND RESPONSIBILITIES:

- The Tribal Assister assists individuals to meet eligibility criteria and facilitate payment for medical services by an alternate resource.
- The Tribal Assister assists Individuals with completing program application.
- Tribal Assister collects the application and determines whether application meets eligibility requirements established by the program.
- The Tribal Assister provides applicant with confirmation of whether he/she is eligible for the program. If eligible, the Tribal Assister will partner applicant with Tribal Sponsorship Representative to enroll applicant in a qualified health plan.
- The Tribal Assister administers and processes annual requests for income in information to all enrollees and responses thereto to confirm continued eligibility in TPSP.
- Tribal Assister provides information to the Tribal Sponsorship Representative if it appears a change in an enrollee's qualified health plan may be appropriate based upon income or financial need.
- Maintains the confidentiality of patient records and procedures.
- Must have the ability to network, conduct education activities to raise awareness about the Tribal Premium Sponsorship Program.
- Must have excellent verbal and communication skills.
- 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.
- Familiar with the Affordable Care Act (ACA) and the Marketplace to enroll participants for health care.
- Knowledgeable with Medicare, Medicaid, and private insurance procedures.
- Performs other duties as assigned.

Job Requirements:

Knowledge: This position requires knowledge with the Tribal Premium Sponsorship Program, Medicare & Medicaid, and Affordable Care Act. Have knowledge of HIPAA compliance and confidentiality.

Skills: Provide information in a manner that is culturally and linguistically appropriate to the needs of the population being served by the Marketplace; strong ethics and high level of personal and professional integrity. An effective communicator at all levels in the organization. with strong oral, written, and persuasive skills. Skills in operating a computer utilizing a variety of software applications.

Abilities: Ability to effectively inform others, strong data entry skills, organizational skills, maintain confidentiality and privacy standards, exhibit customer focus, general consulting skills and multi-task.

EDUCATION:

- Associates Degree or a high school diploma or GED.
- At least 2 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. Remain knowledgeable about the insurance industry.