



Health Program Assistant/Referral Coordinator

Under Wilton Rancheria's Department of Health, the Health Program Assistant/Referral Coordinator will assist the Director of Health in all appropriate duties and serve as the primary coordinator of the Purchased Referred Care (PRC) program. This full-time position (Salary; dependent on education and experience) will be under the direct supervision of the Director of Health.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Oversee the PRC program in its' entirety with the support of the Director of Health and other health department employees.
- Maintain accurate patient records through documentation for PRC specific and other patient/client files.
- Coordinate patient/client referrals necessary to fulfill PRC requirements and guidelines.
- Ensure patient/client access and signing up to health insurance programs.
- Facilitate negotiations and payments on behalf of PRC eligible patients and clients.
- Maintain database for accurate accounting of patients and clients.
- Provide accurate records for expenditures relevant to the health program especially the PRC program.
- Provide written and statistical reports for specific grant requirements and compliance.
- Other duties as directed by the Director of Health to support the goal of the Health programs and its' success.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of Indian Health Services (I.H.S.), specifically the PRC program and its' guidelines.
- Knowledge of the Health Insurance Portability & Accountability Act (HIPAA) laws and the support of its laws.
- Basic medical knowledge for handling the PRC cases including medical billing and terminology.
- Proficient in Microsoft Office programs including Word, Excel, Power Point, Publisher, and others.
- Knowledge of Resource and Patient Management System (RPMS) and other relevant clinical and administrative resource tracking programs.
- Effective oral and written communication at all levels demonstrating mastery of the English language.
- Ability to communicate and work effectively with people from diverse socioeconomic backgrounds and education levels.



- Ability to prioritize and plan work activities and develop realistic action plans; effective time management skills.
- Ability to maintain professionalism in all aspects of work; always exhibiting sound and good judgment.
- Ability to work independently and as a team player to complete tasks in a timely and efficient manner, ultimately supporting the success of the health department programs.
- Knowledge of state, federal, native and non-native community business/organizations and ability to create and maintain healthy working relationships ultimately supporting the department of health programs (preferred).

QUALIFICATIONS:

- Associates Degree in health-related field or certification in medical assisting or similar healthcare position (preferred).
- Minimum of three years of previous successful experience in managing authorizations/referral type programs in a tribal health or similar clinic/hospital (preferred).
- Knowledge of Tribal communities, specifically the Wilton Rancheria Tribal community (preferred).
- Possession of a valid driver's license, transportation and insurance are required.
- Must pass a background security check prior to employment.
- Must pass a pre-employment drug screen and random drug tests as requested over course of employment.
- Must be able to work evening hours and weekends on occasion.

HOW TO APPLY:

Job Closing Date: open until filled

Applicants must submit the following:

- **Letter of interest**
- **Completed application**
- **Resume/CV**
- **Reference letters –**
 - **Professional references (two)**
 - **Personal references (two)**
- **Supporting documents (certificates, degrees, licenses) and**
- **Proof of native preference eligibility (Status Card or letter) online at**
<https://www.wiltonrancheria-nsn.gov/Employment/EmploymentApplication/tabid/537/Default.aspx>



Applicants must clearly outline that they meet the qualification requirements on their resume.

NATIVE PREFERENCE POLICY

The Wilton Rancheria Tribe strives to be an equal opportunity employer dedicated to the policy of nondiscrimination based on race, sex, marital status, sexual orientation, religion, national origin, age, physical disability, veteran status or any other non-job-related factor. Among qualified applicants, preference is given to qualified Native Americans in accordance with the Indian Preference Act (Title 25, US Code, Section 472 and 473). All applicants claiming preference must submit verification from tribe or other acceptable documentation of Indian heritage.

DRUG TESTING POLICY

The successful applicant for employment must submit to and pass a drug test for illegal substances prior to employment being confirmed.

BACKGROUND CHECK

Some positions require candidate(s) to successfully pass a **criminal** background check prior to beginning employment, used solely for employment related purposes.

ELIGIBILITY LIST

A list of qualified candidates is created from interviews that may be used to appoint individuals to similar positions within the Wilton Rancheria Tribe for a period of six months.

BENEFITS

Wilton Rancheria offers a comprehensive benefits package to full-time employees, to help you achieve your personal and wellness goals including:

- Medical, Dental & Vision benefits – 100% employee paid, 75% dependents
- Company Paid and Voluntary Life Insurance
- 401(k) with Company Match
- Long Term Disability
- 9 Paid Holidays
- Vacation & Sick Time
- Employee discount tickets