



Ho-Chunk Nation

Job Description



TITLE: Benefits Coordinator Advocate		JOB CODE: BECD
GOVERNMENT – EMPLOYEE		EEO: 5
NON-EXEMPT	NO FLEX	FUNDING SOURCE: IHS/Grant
NATIVE AMERICAN PREFERENCE		

“All employees are subject to the Drug, Alcohol and Controlled Substance Policy.”

All employees will be required to attend orientation or training to attain knowledge of the history, culture and traditions of the Ho-Chunk Nation – Resolution 08-20-13K

POSITION OVERVIEW

Assist tribal members in finding alternate resources to pay for medical expenses and enroll them in available programs and help them maintain their eligibility for those resources.

PERFORMANCE-BASED JOB FUNCTIONS AND OBJECTIVES

1. Function, on a daily basis, as contact person for Medicaid intake and eligibility determination for Ho-Chunk members, Tribal members and families enrolling for Medical Assistance within designated areas (travel maybe necessary).
2. Assist enrollees with application for services and any grievances with or through a third party resource as well as assisting recipients and their authorized representatives to obtain medical records as necessary weekly.
3. Responsible for the continuous development, implementation, and annual evaluation of the Benefits Coordinator/Advocate work plan.
4. Work pro-actively with recipient advocacy groups on an ongoing basis to prevent, identify and correct recipient's access barriers and/or culturally sensitive issues monthly.
5. Attend and participate in the Advocacy Program for Managed care organized by the State of Wisconsin Department of Health Services at regional, semi-annual and state-wide forums.
6. Assist in the organization of ongoing training and educational materials for all vendors working with the Ho-Chunk enrollees and other tribal members to enhance their understanding of the values and practices of the cultural values of the enrollee two (2) times per year.
7. Facilitate the access to medically necessary services as stipulated in the Medicaid summary of benefits for each enrollee monthly.
8. Perform other duties as assigned by Supervisor.

JOB RESPONSIBILITY

Job Reports to	Health Benefits Specialist
Leadership Accountability	None
Supervisory Accountability	None
Organizational Accountability	None
Financial Accountability	None
Customer Accountability	Interfaces with inside and outside customers
Freedom to Act	Subject to general input from supervisor



MINIMUM QUALIFICATIONS

EDUCATION:

1. Two (2) year health related degree required.
2. Bachelor's Degree preferred.

ESSENTIALS:

1. Valid driver's license, dependable transportation and proper insurance.
2. Must live and promote a healthy non-abusive lifestyle.

EXPERIENCE:

1. Minimum of two (2) years of experience in community-based activity in health related programming, planning and facilitation.

KNOWLEDGE, SKILLS, ABILITIES REQUIRED

1. Must be able to work independently with little supervision.
2. Must be organized and possess ability to work within multiple time constraints.
3. Must maintain client confidentiality in accordance with Privacy Act and HIPAA.

WORK PLACE RESPONSIBILITY

1. Maintains a safe and healthy work place environment.
2. The Health Finance Director ensures that all employees of the department receive appropriate training, counseling, and understand all of the applicable procedures so that they can safely do their assigned work

WORKING CONDITIONS

1. Ability to sit at a computer workstation for long periods of time (greater than 80% of the time) with intermittent standing and walking throughout an 8 hour shift.
2. Possess the necessary hand dexterity for typing and writing for long periods of time.
3. Ability to view computer screens for long periods of time.
4. Maintain a clean and healthy work environment.
5. This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets, and other electrical office equipment.
6. Any physical demands of the position should be listed on the Physical Demands Worksheet referenced.
7. Travel may be required for job related trainings