



Sokaogon Chippewa Community

3051 Sand Lake Road, Crandon, WI 54520

Phone: (715) 478-7500 * Fax: (715) 478-5275



www.sokaogonchippewa.com

POSITION: Medicaid Eligibility Outreach Specialist
LOCATION: Sokaogon Chippewa Health Clinic
RESPONSIBLE TO: Health Director
SALARY: Commensurate with Education/Experience

Position Summary: *This position is responsible for assisting Tribal residents with benefit counseling, community education through flyers and brochures. Work with the CHS Administrator in making sure that tribal members have applied for programs that they may be eligible for before Indian Health Services. Provide outreach activities. Attend trainings pertinent to position.*

Duties and Responsibilities:

1. Provide leadership and act as an advocate to patients to assist in effectively applying for and utilizing Medicaid, Healthy Start, BadgerCare Plus and related alternate medical resources such as VA, Group Health/Private insurances, Children's Special Health Services (Health check, Healthy Start, community care, Indigent Drug programs, Medicare and Wisconsin Well Woman Program.).
2. Interpret Federal and State rules and regulations following explicit guidelines in order to determine patient eligibility for various referral health services.
3. Work closely with Tribal Social Services, appropriate local County Department, private insurers, etc., to establish and to verify eligibility for alternate resources.
4. Develop and implement effective screening, outreach and interviewing methods to assure maximum identification of individuals who have or are eligible for alternate medical resources.
5. Attempt to find individuals that have lost eligibility but may be eligible, and individuals who have not applied for coverage but may be eligible. Coordinate with Economic Support and Medical staff who may be aware of individuals with unmet benefit counseling needs. Also work with Patient Registration/Receptionist staff and Contract Health Services Administrator to find individuals who might benefit from alternate resource options.
6. Assist families and individuals in application for and use of alternate resources.
7. Make home visits if needed and assist with applications, provide transportation and interpret rules and regulations.
8. Follow up on all pending eligibility claims and work closely with families and agencies to ensure that the rights of the individuals are protected.
9. Interview patients eligible for alternate resources to ensure they understand their entitlements in an Indian Health Services contracted Tribal facility.
10. Perform a variety of Patient Representative Functions such as making home/hospital visits to interview and assist patients that cannot make it to the out stationing site.
11. Maintain current knowledge of pertinent changes in rules and regulations for alternate resources, including any changes in Medicaid Managed Care procedures that may result from the non-mandatory enrollment legislations.
12. Become certified as a Certified Application Counselor to assist individuals enroll insurance plans and obtain subsidies through Health Care.gov. Follow all State and Federal laws to maintain certification.

Ga-na-waji Ga-wi-nug Way-ji-mooki-ji-wung Yi-e-we-meing-gun-a-sepii



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13. Maintain Certified Application Counselor certification through continuing education that State and Federal laws require.
14. Maintain current knowledge of changes with the Marketplace and keep up with pertinent State and Federal laws that are required to assist individuals with applying for insurance through Healthcare.gov.
15. Maintain communication, as needed with State Enrollment Contractor and State Enrollment Monitoring personnel, beginning with attendance at training by Medicaid.
16. Support and adhere to established policies and procedures endorsed by the Tribal Site.
17. Work with CHS Administrator in regards to eligibility.
18. Perform other job-related duties as assigned by supervisor.

Job Qualifications:

1. Applicants must have a high school diploma or GED Associate's Degree preferred. Additional pertinent training or experience is preferred.
2. Knowledge of Medicaid, Medicare, Social Security and private health insurance is preferred.
3. Excellent verbal, written, and computer skills are required.
4. Must be dependable, self-motivated and able to work independently and flexibly. In addition, reliability in follow-up may affect case outcomes.
5. Ability to establish and maintain effective personal relationships with co-workers, public and agencies is required.
6. Must maintain confidentiality and abide by HIPAA laws pursuant to State and Federal requirements as reflected in Tribal policies and procedures.
7. Must display cultural competency and sensitivity.
8. Ability and willingness to attend additional training, as needed/specified is required.
9. Must possess and maintain a valid driver's license.
10. Must meet any other Tribal or Urban organizational requirements for employment, such as: Successful passing of criminal background check; successfully pass a pre-employment drug test,
11. Other desirable but not required attributes include: ability to work flexible hours, knowledge of Tribal, Urban, Federal and State legislation regarding benefits available to senior citizens/elderly, and a working knowledge of Indian Health Service eligibility rules and regulations.

Submit a resume and application to: (Applications are available at the Tribal Admin Building)

Donna Vodar

Phone: 715-478-7663

Director, Human Resources

Fax: 715-478-7662

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Crandon WI 54520

Posting Date: August 21, 2018

Closing Date: September 13, 2018

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