

**Ponca Tribe of Nebraska
Vacancy Announcement
(Closing Date of 5/21/10)**

Position Title: Children's Medicaid Case Worker
Location: Niobrara, Norfolk, Omaha, Lincoln
(Four [4] positions, one [1] at each location)
Salary: Grade 4 (up to \$15.00)
Department: Health
Supervisor: Administrative Officer
FLSA Status: Non-exempt
Classification: Part-time (20 hours/week)

Summary:

This position focuses on providing outreach, education, and enrollment on the State of Nebraska's Kids Connection. Kids Connection is the State of Nebraska's health care coverage for qualified children. It utilizes Children's Health Insurance Program (CHIP) and the Nebraska Medical Assistance Program (also know as Medicaid). The CMCWs will be responsible for providing culturally competent outreach and education to both Native American families and interested groups (Public Schools, Community Coalitions, Ponca Tribal Staff, Ponca Tribal Council, Medical Providers, Ponca Elders, etc) residing within the targeted counties. The CMCWs will use a variety of outreach methods including community presentations, health education classes, Kids Connection classes, Pow-Wows, Health Fairs, Open House, District Meetings, and individual consultations. CMCWs will work in targeted counties of: Lancaster, Douglas, Sarpy, Madison, Stanton, Wayne, Platte, Knox, Boyd, and Holt.

Responsibilities and Duties:

1. Initiate contact with individuals, families, tribal health departments, community schools, social services, health care organizations, social/recreational groups, service clubs, home visits, etc. in order to network and, as appropriate, to provide outreach and education on CHIPRA.
2. Positively promote the full scope of Kids Connection and the Tribal Health Department's efforts in the community and maintain positive public relations with the community and all outside resources and agencies.
3. Assist individuals, families, careproviders with their submission to Kids Connection.
4. Maintain proper documentation, which includes, but is not limited to, client files and all related forms.
5. Provide case management to clients.
6. Advocate for client's needs within the Kids Connection process as appropriate and upon request.
7. Ensure objectives set forth by grant.
8. Utilize the tribal website and newsletter, at least monthly, for announcing activities and events.

9. Submit written reports, financial reports, and goals and objectives to supervisor monthly, or as requested
10. Maintain complete confidentiality and honor the Privacy Act in all Health Department related activities.
11. Transport and/or coordinate transportation for clients for education/outreach, enrollment meetings, state meetings, etc.
12. Other duties as assigned.

Relationships and Authority:

Works in conjunction with all Ponca Tribe of Nebraska staff and outside entities. This position reports to the Administrative Officer.

Working Environment and Physical Demands:

Professional office environment. Travel within service areas is required. The duties of this position will require this individual to use physical strength, dexterity, and endurance (including, but not limited to, walking, running, bending, pushing, lifting up to 50 lbs., crouching, reaching over head, etc.) related mainly to leading youth activities and events. Travel to training and workshops may be required outside of the Service Delivery Areas.

Qualifications:

Minimum:

Associate degree in a human services or education related field, or an equivalent combination of experience and education.

Experience, education, or a working knowledge of Medicaid, Medicare, and Kids Connection.

One year experience working with Native Americans or Native American organizations.

Computer proficiency with Word, Excel, PowerPoint, and Access programs.

Must possess excellent written and oral communication skills.

Must have a valid driver's license and be insurable.

Must successfully pass drug and alcohol testing, motor vehicle, education, character, and criminal background checks.

Able and willing to travel.

Preferred:

One or more years of case management experience.

Preference will be given to Ponca Tribe of Nebraska members or members of a federally recognized tribe. However, all qualified individuals are eligible.

The Ponca Tribe of Nebraska is an at-will employer.

Tribal Council Approval: 05/03/10

**This posting is currently open to internal applicants only. Current Ponca Tribe of Nebraska Employees and Ponca Tribe of Nebraska Members are the only people eligible to apply at this time. Preference will be to enrolled members of the Ponca Tribe of Nebraska.*

APPLICATION INSTRUCTIONS

Current Ponca Tribe of Nebraska Employees: Submit an Employee Job Interest Form and completed Tribal Application to the Human Resource Management Department by the closing date listed. Resumes are encouraged, but not required to be submitted as supplemental information.

Ponca Tribe of Nebraska Members (not currently employed by the PTN): Submit a completed PTN Job Application form and a photocopy of your currently valid Driver's License by the closing date listed. A resume may be included with the application, but it CANNOT replace completion of an application. If you do not meet the minimum education and/or experience qualifications, please submit a letter, along with your completed application explaining: 1. Why you feel you can perform the job duties, 2. What additional skills and experience you might have that is applicable to the position you are applying for, 3. How many months away you are from meeting the minimum requirements, 4. What additional trainings or certifications you possess that would help you do the job, 5. Any additional information you can provide that would explain your background as it relates to this position. All application materials including the letter (if applicable), the required PTN Job Application, and a photocopy of your driver's license must be submitted by the closing date listed.

Great benefits include:

Health, Dental, Vision, Life, and STD insurance, 100% paid by PTN.

401(k) with match up to 7%.

12 Paid Holidays, Vacation, Sick Leave, and more!