



EMPLOYMENT ANNOUNCEMENT

POSITION:	CARE COORDINATOR	DEPARTMENT:	HEALTH AND WELLNESS
SUPERVISOR:	HEALTH AND WELLNESS DIRECTOR	STARTING SALARY:	HS: \$17.00
CLASSIFICATION:	REGULAR, FULL-TIME	<i>(RISES BASED UPON EXPERIENCE/EDUCATION)</i>	CERTIFICATE: \$17.85
			ASSOCIATES: \$18.74
OPENING DATE:	JANUARY 10, 2024	CLOSING DATE:	OPEN UNTIL FILLED

MAJOR DUTIES:

- Works closely with Transportation Department to ensure patients are scheduled to be transported for appointments.
- Development of an individualized treatment plan or goals to address the member’s high risk and/or high-cost health needs in coordination with the member.
- Self-management education for members related to their condition(s) both individually and/or in a group setting.
- Telephone calls and in-person visits to check on member progress and status.
- Pre-admission and post-discharge care coordination for hospital admissions; works directly with nurse on plan.
- Educate members on the value of recommended preventive/screening and medical services.
- Assistance with and referrals to local resources such as social services, housing and other life problems that could prevent members from seeking care for medical conditions.
- Works with assigned nurse on patient goals and care plans; develop collaborative care plan with nurse and patient.
- Responsible for completing the monthly date measures and 6-month survey on patients and documenting in Daphne/RBHC Electronic Health Record.
- Provide outreach and updates to members on a monthly basis.
- Assigned documentation completed as assigned by the Supervisor.
- Works with other departments and programs in an integrated care approach with patient health needs.
- Other duties as assigned.

THIS EMPLOYMENT ANNOUNCEMENT DOES NOT CONTAIN A COMPREHENSIVE DESCRIPTION OF ACTIVITIES, DUTIES, OR RESPONSIBILITIES THAT ARE REQUIRED FOR THIS POSITION. DUTIES, RESPONSIBILITIES, AND ACTIVITIES WILL BE REVIEWED PERIODICALLY AS DUTIES AND RESPONSIBILITIES CHANGE WITH NECESSITY.

MINIMUM QUALIFICATIONS:

APPLICANTS WITH CREDENTIALS THAT DO NOT MEET THE MINIMUM QUALIFICATIONS FOR THIS POSITION WILL NOT BE CONSIDERED.

- High School Diploma or Equivalent.
- Valid Montana Driver’s License with clean driving record for last three (3) years.

DESIRED QUALIFICATIONS:

- Certified Nursing Assistant certification
- Knowledge of the Rocky Boy’s Indian Reservation and Chippewa/Cree language, culture, and traditions preferred.

APPLICANTS MUST SUBMIT THE FOLLOWING ITEMS:

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| • Rocky Boy Health Center Employment Application | • Letter of interest/Cover letter |
| • Resume or Curriculum Vitae | • Copy of Valid Montana Driver’s License |
| | • Consent to Release Montana Driving Record |

ROCKY BOY HEALTH CENTER HUMAN RESOURCES IS NOT RESPONSIBLE FOR ENSURING APPLICATION PACKAGE IS COMPLETE. ONLY THOSE APPLICATIONS PROPERLY COMPLETED AND RECEIVED ON OR BEFORE THE CLOSING DATE AT 4:00 PM WILL BE CONSIDERED FOR THE POSITION ADVERTISED.

ALL EMPLOYMENT OFFERS ARE CONTINGENT UPON SUCCESSFUL COMPLETION OF A BACKGROUND CHECK AND PRE-EMPLOYMENT DRUG TEST. SUCCESSFUL APPLICANTS ARE SUBJECT TO A 60-DAY PROBATIONARY PERIOD.

SUBMIT APPLICATION:



In Person

Rocky Boy Health Center Human Resources Office
6850 Upper Box Elder Road Box Elder, Montana 59521



E-mail

rbhchr@rbclinic.org



Online

<https://www.rbclinic.org/employment>

APPROVED FOR ADVERTISEMENT:

DocuSigned by:

Joel Rosette

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Joel Rosette, Chief Executive Officer