



EMPLOYMENT ANNOUNCEMENT

POSITION: CARE COORDINATOR **DEPARTMENT:** HEALTH AND WELLNESS
SUPERVISOR: HEALTH AND WELLNESS DIRECTOR **STARTING SALARY:** HS: \$17.00
CLASSIFICATION: REGULAR, FULL-TIME *(RISES BASED UPON EXPERIENCE/EDUCATION)* **CERTIFICATE:** \$17.85
ASSOCIATES: \$18.74
OPENING DATE: OCTOBER 30, 2024 **CLOSING DATE:** NOVEMBER 15, 2024

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:

- 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