



EMPLOYMENT ANNOUNCEMENT

POSITION:	MEDICAID ELIGIBILITY TECHNICIAN	DEPARTMENT:	ALTERNATE RESOURCES
SUPERVISOR:	ALTERNATE RESOURCES MANAGER	STARTING SALARY:	HS: \$19.04
CLASSIFICATION:	REGULAR, FULL-TIME	<i>(RISES BASED UPON EXPERIENCE/EDUCATION)</i>	CERTIFICATE: \$19.99
OPENING DATE:	JANUARY 30, 2024	CLOSING DATE:	ASSOCIATES: \$20.99
			OPEN UNTIL FILLED

MAJOR DUTIES:

- Determines and case management of multiple programs are accomplished through a series of analyses and evaluations by interpreting and applying the appropriate federal and state mandated rules and regulations.
- Coordinates to determine, establish, and monitor eligibility for programs administered by the Department of Public Health and Human Services.
- The function of this position is to determine eligibility and perform case management functions in an error-free manner to issue benefits timely and accurately and to avoid federal sanctions.
- Interview and assess to determine eligibility and perform ongoing case management for all programs including over 30 Medicaid subtypes, each having its own unique eligibility criteria.
- Conducts in-depth personal or telephone interviews to obtain necessary information for eligibility determination for Supplemental Nutrition Assistance Program (SNAP), and Medicaid (MA). The interview process typically brings out other issues useful for identifying other available resources and program eligibility.
- Identifies client's employment and family history, educational background, current physical, and emotional status and economic position, matches the client needs to the available community resources.
- Evaluates household composition, resources, income and expenses and their effect on eligibility for each client and program. Using knowledge of federal and state laws, rules and regulations, and laws regarding real estate, finances, estates, etc., applies different policies or budgeting methodologies to meet client's individual needs and to determine eligibility for programs.
- Submits a record of detailed resource assessment and asset transfers to the central office for tracking and future policy changes.
- Notifies client results of eligibility determination, defends the decision in reviews and fair hearings when necessary.
- 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.
- Minimum of one year's medical office experience and/or customer service-based experience.

DESIRED QUALIFICATIONS:

- Associate's Degree in Business, Allied Health, or related field.
- Proficient knowledge of the Montana Medicaid Program.

APPLICANTS MUST SUBMIT THE FOLLOWING ITEMS:

- Rocky Boy Health Center Employment Application
- Letter of interest/Cover letter
- Resume or Curriculum Vitae

RBHC 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