



# Ninilchik Traditional Council

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## VACANCY ANNOUNCEMENT Health Programs Administrative Liaison

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**ANNOUNCEMENT DATE:** June 4, 2019

**POSITION TITLE:** Health Programs Liaison

**POSITION TYPE:** Fulltime / Permanent

**CLOSING DATE:** When Filled

**DEPARTMENT:** Health

**SALARY:** Depending on Experience

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### **POSITION SUMMARY:**

The Health Programs Administrative Liaison provides administrative and advanced support to the Health Programs and Tribal Health Director. In addition, this position performs a variety of administrative and technical duties related to all health programs, including patient related activities, where confidentiality will be the highest priority. Therefore, the Health Programs Administrative Liaison will follow the NTC/Ninilchik Community Clinic/Behavioral Health HIPPA policies and procedures.

### **STATEMENT OF DUTIES:**

- Creates, develops, and nurtures culturally appropriate interactions and connections with each other, patients, and the community.
- Supports team through active participation and serves as a resource for other staff, providing administrative support for all health programs and to the Tribal Health Director, including, mail run, front desk coverage for lunch, sick leave and vacations. Front desk coverage for the Weight Reduction Assistance Program (WRAP) at the Homer office one day per week (Thursdays). Registration, supplement inventory, charge entry and binder maintenance.
- Identifies potential problems and makes recommendations for resolution.
- Develops recommendations for process improvement.
- Conducts research projects as assigned, including patient record indexing in the electronic health record.
- Participates as a member on interdepartmental teams and committees as required, while effectively communicating when interacting with others, keeping meeting minutes during staff meetings.
- Shares and receives information, opinions, concerns, and feedback in a supportive manner.
- Maintains compliance with HIPPA to safeguard the confidentiality of patient records and ascertains that records are released in conformance with rules and regulations of the Indian Health Service (IHS) and the Alaska Area Native Health Service (AANHS) and as required by the Privacy Act (P.L. 93-579).
- Prepares or assists with the preparation of reports, charts, graphs, and other presentation material to assist in measuring, monitoring and communicating actual performance relative to goals as well as opportunities for improvement. This includes developing a health maintenance record to send patient annual reminders.

- Seeks out additional learning opportunities to continue to develop the technical and professional skills needed now and in the future.
- Maintains medical and office inventory to include ordering and organization.
- Processes medical record requests, as needed.
- Records scanning, Behavioral Health billing, assists with payment posting, Medicaid and Patient Road Travel.
- Other duties as assigned by the Tribal Health Director or their designee.

**STATEMENT OF QUALIFICATIONS:**

- Two (2) years of clerical experience working in healthcare organization or in a position that requires understanding.
- High School Graduate or GED.
- Proficiency in providing exceptional customer service.
- Knowledge of basic medical terminology.
- Ability to perform job with minimal supervision.
- Must pass through a criminal background check with acceptable standards of character.
- Must have strong computer skills and proficiency in the use of appropriate computer-based software, including electronic health record experience, Excel and Word a must.
- Must pass pre-employment drug test and will be subject to ongoing testing in accordance with NTC policies and procedures.
- Be available to travel and attend pertinent trainings/seminars/meetings as required and as the budget allows.

**INDIAN PREFERENCE:**

In filling this position by initial appointment, promotion, transfer, reassignment, reinstatement, or any other personnel action, we are required by law, Indian Self-Determination and Education Assistance Act (25 ISC 450e(b)), to give absolute preference in selection to candidates who are eligible for Indian Preference. For consideration under Indian Preference, proof is required.

**SUPERVISION:**

This position will be under the direct supervision of the Tribal Health Director. This position, as with all NTC positions are subject to, and under the direct authority of the NTC Policies and Procedures. NTC is an alcohol and drug-free workplace and employees are required to submit to alcohol and drug testing. As with all NTC positions, employment is subject to availability of funds.

**APPLICATIONS:**

Applications are available at the Ninilchik Traditional Council office building, 15910 Sterling Hwy., Ninilchik, AK 99639 or online at [www.ninilchiktribe-nsn.gov](http://www.ninilchiktribe-nsn.gov) . Applicants must submit a complete NTC Application for Employment as well as a personal resume.

Contact Information: Ninilchik Traditional Council  
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