



## Choctaw Health Center

Managed Care Department  
210 Hospital Circle  
Choctaw, MS 39350-6781  
601.389.4280

### JOB ANNOUNCEMENT # 015107

**POSITION:** Alternate Resource Assistant

**SALARY:** Grade 7

**SUPERVISOR:** Managed Care Director

**JOB LOCATION:** Choctaw Health Center

**TYPE OF EMPLOYMENT:** Regular Full Time/Non-Exempt/Non-essential

**OPENING DATE:** MARCH 20, 2025 MAR 20 2025

**CLOSING DATE:** APRIL 03, 2025 OR UNTIL FILLED

***Mission Statement:*** *The Mission of The Choctaw Health Center is to raise the health status of the Choctaw People to the highest level possible.*

***Vision Statement:*** *Our vision is to achieve a healthy community through holistic health services in a culturally sensitive environment, in partnership with satisfied customers, dedicated employees, and the Choctaw Community.*

The Choctaw Health Center is a twenty bed hospital located in Choctaw, Mississippi off of State Highway 16 on the Mississippi Band of Choctaw Indian Reservation. The Tribe consists of eight communities, Bogue Chitto, Conehatta, Crystal Ridge, Pearl River, Red Water, Standing Pine and Tucker. It serves approximately 11,000+ members of the tribe's population across a ten county area in East Central Mississippi. It is an 18,000 square foot comprehensive health care center with three satellite clinics located in the Choctaw communities of Bogue Chitto, Conehatta, and Red Water.

### **SCOPE OF SERVICES AND EFFECT:**

The Alternate Resource Assistant is under the supervision of the Managed Care Director

and the Patient Benefits Coordinator. The incumbent will perform a wide range of duties designated to enhance services to Choctaw patients in the area of social work and case management in assisting in the daily operations of staff in the Managed Care Department. The Alternate Resource Assistant must have considerable knowledge about every hospital department and its function in the service delivery to the patient, along with knowledge of other tribal programs and their services to patients.

**Responsibilities and Duties:**

1. Perform routine duties with no direct instruction using own initiative in most cases.
2. Screens and identifies patients coming through Managed Care that are eligible for alternate resources such as Medicaid, Children's Health Insurance Program (CHIP), Medicare, Social Security Disability/Retirement Benefits, and other private insurance companies and then directs and explains to the patient how to apply for these alternate resources.
3. Obtains and submits eligibility for 3<sup>rd</sup> party insurance via online portals and enters information into Oracle Cerner EHR for billing purposes.
4. Checks alternate resources for all departments prior to referrals for Purchased/Referred Care.
5. Perform various clerical and administrative functions, such as ordering, maintaining inventory of supplies, typing documents, and timekeeping duties for Managed Care Department and employees.
6. Comply with all HIPAA guidelines when working with all confidential related patient information.
7. Make contact with patients to apply for alternate resources at the direction of the Patient Benefits Coordinator via telephone, mail, or personal contact.
8. Answers phone and directs calls to appropriate staff.
9. Greets visitors, ascertains purpose of visit, and directs them to appropriate staff.
10. Assists with Prosthetics claim management by generating requisition for payment.
11. Other duties as assigned by supervisor or Health Director.

**Hours Worked:**

Normal work week is 40 hours, Monday through Friday. Daily hours are from 8:00 a.m. to 4:30 p.m. with a one-hour lunch break between 12:00 p.m. and 1:00 p.m.

**Work Environment:**

The primary work setting for the position is at Choctaw Health Center Managed Care Department. Other assigned duties could take place in other areas of Choctaw Health Center. While conducting administrative duties, normal office conditions exist, noise level may vary.

**Physical Demands:**

While performing the duties of this job the employee is regularly required to: walk, sit, use hands and fingers, reach with hands and arms, talk, and hear. May be required to stand for long periods. The employee must regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds or more. Specific vision abilities are required by this job include close vision, color vision, and ability to adjust focus.

**Job Hazard:**

Possible exposure to communicable diseases, toxic substances, and other conditions common to a clinical environment

**Qualifications:**

1. High School diploma or GED graduate **(REQUIRED)**. **Attach copy to application.**
2. Must have valid Mississippi driver's license, automobile liability insurance and reliable transportation. **(REQUIRED)**. **Attach copy to application.**
3. Must have a working telephone.
4. Preference is given to applicants who speak the Choctaw language.
5. Must provide current documentation of the flu or influenza vaccination or provide a medical exemption.
6. Completion of criminal background investigation and pass a pre-employment drug test.

**OTHER REQUIREMENTS OF THE POSITION:**

1. Sense of integrity and commitment to patient confidentiality.
2. Able to handle frustrating circumstances in a calm and composed manner.

3. Must have a positive, friendly, upbeat, and accommodating personality.
4. Must possess a strong work ethic and team player mentality.
5. Experience in office work preferred.
6. Excellent communication skills (written and oral).
7. Must be able to work independently and without constant supervision.
8. Must have computer operations skills.
9. Must have a working telephone.
10. Preference is given to applicants who speak the Choctaw language.

**In accordance with the Choctaw Health Center Employee Health Program, an employee screening will be performed upon hire. Employees are encouraged to continue to receive routine examinations with their clinical provider of choice.**

**\*\*CHOCTAW HEALTH CENTER PROPERTIES ARE TOBACCO FREE\*\***

**NOTE: The Administrative Personnel Policy & Procedures of the Mississippi Band of Choctaw Indians, Native American Preference, Section II (A), have been revised and approved, as follows:**

Further bolstering this Native American preference to promote employment of MBCI members, it is the policy of MBCI to employ persons(s) who are not members of MBCI only when no qualified member of MBCI, who has applied for the position, can be trained or upgraded to fill a given job vacancy within a reasonable period of time at a reasonable cost, and then only when a Waiver of Native American Preference has been secured from the Committee on Human Resources, Training and Development on a case-by-case basis.

The authority to waive Native American Preference laws can be exercised by the Committee on Human Resources, Training and Development. The Committee will exercise its discretion to do so only when a motion is made by a committee member to support such waiver and the Committee determines by reviewing the facts and appropriate written documentation that a waiver is justified. A waiver to allow the employment of a person who is not a member of MBCI, or to employ a person who is Native American outside the order of preference set forth in this Policy, can be made by the Committee only for as long as the person who is granted the waiver remains in the position for which the waiver was granted. That waiver does not apply to other openings which the person who is granted the waiver may request a promotion or transfer for or apply for. The Committee only has the right to approve or disapprove a waiver that has been requested by Executive Branch supervisors, and has no right to direct, demand, or coerce any executive Branch supervisor or personnel that any specific applicant other than the one for which waiver is sought, be employed.

**IF INTERESTED, SEND APPLICATION TO:**

Mississippi Band of Choctaw Indians  
Human Resources  
P. O. Box 6033, Choctaw Branch  
Choctaw, MS 39350