



Elbowoods Memorial Health Care Centers

1058 College Drive
New Town, ND 58763-4400
(701) 627-4750
Fax: (701) 627-2809

EXEMPT X
NON-EXEMPT

POSITION DESCRIPTION

POSITION: Purchased & Referred Care Manager
RESPONSIBLE TO: Administrative Officer
SALARY: Starting salary will be determined by funding, experience, and training level.
CLASSIFICATION: Management, Regular, Full-time
LOCATION: Elbowoods Memorial Health Center
1058 College Drive
New Town, ND 58763-0400

POSITION SUMMARY: (position includes but is not limited to the following):

- 1) Position serves primarily as Supervisor of the Purchased & Referred Care (PRC) program for referral care at the Elbowoods Memorial Health Center systems.
 - a) **Job Summary (position includes, but is not limited to the following):**
 - i) Provides primary direction and supervision for the contract referral program at EMHC.
 - ii) Directs budget and directly supervises Purchased & Referred Care staff.
 - iii) Maintains commitment registers and prepares reports for expenditures.
 - iv) Co-chairs patient / provider PRC meetings.
 - v) Performs other duties as required.
- 2) Represents EMHC in a highly professional manner.
- 3) Establishes positive communications with all departments of EMHC to assure stable operations.
- 4) Demonstrates respect and understanding of confidentiality for patients, staff and others according to policy and HIPAA regulation.
- 5) Maintain required reporting as assigned.
- 6) Participates in EMHC staff meetings, assigned committees, community events, and other meetings as instructed or deemed necessary.
- 7) Actively strives to educate the community on the mission, vision and values of EMHC in a positive approach to assist in the growth of the organization and assist our community in its healthcare needs.
- 8) Adheres to the Mission, Vision, and Values of the Elbowoods Memorial Health Centers.

QUALIFICATIONS, EXPERIENCE, EDUCATION

- Bachelors Degree in Business or health care related field from an accredited College or University, **PREFERRED**. *Must submit copy of degree or transcripts with application.*
- Associates Degree in Business or health care related field from an accredited College or University, **REQUIRED**.
- Experience and knowledge working with IHS Purchased & Referred Care systems, **PREFERRED**.
- Computer knowledge and proficiency, **REQUIRED**.
- Must be responsible, dependable, and able to maintain confidentiality of information.
- Must submit and clear Criminal Records Background Check.
- Must submit to an Alcohol/Drug Screen and random testing as per policy.
- Indian Preference will apply. *Must submit documentation with application to qualify for Indian Preference.*
- Veterans Preference will apply. *Must submit documentation with application to qualify for Indian Preference.*

PHYSICAL DEMANDS/WORK ENVIROMENT

The work requires regular and recurrent standing to perform tests, walking between the different sections of the clinic, and reaching and bending to obtain supplies and operate instruments. Occasionally lifts 30/40 pounds.

WORKING CONDITIONS:

- Work is performed in an office environment with varying conditions of noise level, temperature, and illumination.
- Requires prolonged sitting.
- Requires eye-hand coordination and manual dexterity sufficient to operate keyboard, computer and other office equipment.
- Work situations may be stressful and require irregular hours.
- Travel required.
- Potential exposure to blood and other hazardous material, communicable diseases, and other conditions common in a health care environment.

ACKNOWLEDGEMENT

This job description is intended to provide an overview of the requirements of the position. It is not necessarily inclusive, and the job may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein. Management reserves the sole right to add, modify, or exclude any essential or non-essential requirement at any time with or without notice. Nothing in this job description, or by the completion of any requirement of the job by the employee, is intended to create a contract of employment of any type.

IT IS THE RESPONSIBILITY OF THE APPLICANT TO PROVIDE SUFFICIENT INFORMATION TO PROVE QUALIFICATIONS FOR THREE AFFILIATED TRIBES POSITIONS.

APPLICATION PROCEDURE

Submit a Three Affiliated Tribes; ***Application for employment*** with all requirements and supporting documentation to:

**Three Affiliated Tribes
Attn: Human Resources
404 Frontage Road
New Town, ND 58763**

Please Note: If requirements are not met, i.e. submissions of a resume in lieu of a Three Affiliated Tribes application, or not including a required certification or document, your application will not be reviewed and will be disqualified. Faxed or scanned copies will not be accepted.

Indian Preference Will Apply: In accordance with Three Affiliated Tribes policy, priority in selection will be given to qualified applicants who provide proof of eligibility for “Indian Preference”.

Veterans Preference Will Apply: In accordance with Three Affiliated Tribes policy, priority in selection will be given to qualified applicants who provide proof of eligibility for “Veteran Preference”.

Applications will not be returned. WE DO NOT ACCEPT FAXED OR SCANNED APPLICATIONS.