



WIND RIVER FAMILY & COMMUNITY HEALTH CARE



AmeriCorps Member Position Description

PROGRAM OVERVIEW

The Wind River AmeriCorps Program seeks to engage opportunity youth living or working in the Wind River Indian Community. Our goal is to increase the connection that each youth has with the community and ensure they are being properly served. AmeriCorps members will promote and encourage economically disadvantaged youth ages 16 to 24 to utilize health care services and inform people in the Wind River Indian Community about health care benefits programs available.

SCOPE

This is a full time service position as a member of the Wind River AmeriCorps Program managed through Wind River Family and Community Health Care (WRFCHC). AmeriCorps members are expected to complete 1,700 hours of service during the term. Members may need to serve more than 40 hours/week in order to ensure that they are on track to complete their service term.

ENROLLMENT REQUIREMENTS

To serve in the Wind River AmeriCorps Program, an individual must be at least 18 years of age but not older than 24 years of age; have not been in school or employed for the past 6 months; be a U.S. citizen or permanent resident alien; pass a three-part national service criminal history check of the national sex-offender registry, state repository check, and FBI fingerprint check; and complete all pre-service orientation and training requirements. Criminal history checks will be initiated before the start of service; and individual will be ineligible if s/he is required to register on the National Sex Offender Registry, has been convicted of murder, or fails to disclose any previous conviction. Other convictions or pending charges will be evaluated on a case-by-case basis in accordance with program policy.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Participate in all trainings, service projects, and other mandatory activities required by the Wind River Cares AmeriCorps Program or AmeriCorps Host Site
Represent AmeriCorps by engaging with members of the community at community based service projects such as recruiting at minimum 4 other opportunity youth to sign up for health care services and inform people in the Wind River Indian Community about health care benefits.
- Attend informational meetings for WRFCHC.
- Maintain accurate records of services provided; collect data and report accomplishments in progress reports to the AmeriCorps Coordinator and Wind River Indian Community as requested.
- These include documenting referrals and support to Opportunity Youth to obtain health care services, either preventative, early detection or primary care and to follow-up to determine if they actually received services
- Perform full intake on each client that is provided services
- Provide up to date resources and referrals to community Opportunity Youth and their families for services inside and outside the community
- Transport community members to access resources inside and outside of the community
- Visit with homebound Opportunity youth to provide outreach and wellness check services
- Maintain up-to-date listing of Opportunity youth in assigned district
Outreach to find Opportunity youth from assigned district
- Process and manage the filing of medical billing claims for a variety of health related services (i.e., Medical, Dental, Behavioral Health, Chemical Dependency, Optometry, Pharmacy, Radiology, etc.)
- Perform account receivable management and functions for Patients Account Department
- Obtain all required documentation, process, and maintain to ensure that all health care provider billing documents with government and health insurance carriers are current to avoid delays in filing for medical service claims.
- Initiates and answers pertinent correspondence. Maintains required electronic and hardcopy financial records and files for audit purposes.
- Shall embrace cultural differences and interact positively with internal staff as well as external contacts in a culturally competent and respectful manner.
- The incumbent interviews patients to obtain pertinent patient registration information; i.e., demographic and health insurance information and authorization that enables the Business Office to bill for health care services that are covered by Alternate Resources, including non-beneficiary services.
- Assists patients in completing new or updated forms for the RPMS Patient Registration System, including inpatients, outpatients, after-hours patients, dental patients, and behavioral health patients.
- Determines the eligibility of patients seeking health care, who have not previously been treated at the facility, by obtaining the Certificate of Degree of Indian Blood (CIB) or other documented proof of tribal membership, according to Indian Health Service (IHS) guidelines.

- Obtains and verifies health records and the RPMS system for Medicaid, Medicare, and private/commercial insurance eligibility information for all patients seen prior to all clinic visits.
- Interviews patient to obtain information to initiate a new health record and/or communicates to Medical Records to reactivate a retired/stored record. Enters all information in the RPMS system and prints appropriate forms.
- Note: the AmeriCorps member will not be allowed to perform duties that violate the AmeriCorps Prohibited Activities or fall outside of the program goals

SKILLS AND ATTITUDES NECESSARY

- Comfortable with taking initiative, solving problems, and serving on a team;
- Positive attitude and passion for mentoring and encouraging others;
- Adept at working with Opportunity youth;
- Effective verbal and written communication skills;
- Committed to the concepts of national service, helping others, and making a difference in the community;
- Knowledge of Microsoft Outlook, Excel, Word and PowerPoint.
- Comfortable with web browsers and internet search engines
- Access to reliable transportation to and from program location, AmeriCorps trainings, events, and service-related activities (most service and training locations will not have access to public transportation);
- Able to engage in physically demanding service as necessary. Reasonable accommodation will be made to ensure all members are able to participate in service Events.
- The incumbent must maintain strict confidentiality and high ethical standards in performing the position. The incumbent needs to be respectful, possess cultural awareness and sensitivity, be flexible, and demonstrate sound work ethics.

SELECTION PROCESS

To be considered for the Wind River Cares AmeriCorps program, interested individuals must submit an application. Staff will review the application and, if appropriate, invite the applicant to an interview. After an application has been tentatively selected, the three-part criminal history check will be initiated. Individuals will not be allowed to start training the results of the sex offender registry check are received, and fingerprints are submitted to the Wyoming Department of Public Safety. No individual will be enrolled as an AmeriCorps member until satisfactory completion of all required checks and pre-service training.

HOW TO APPLY:

Complete a Northern Arapaho Tribal application form and submit it to the Northern Arapaho Human Resources program. Applications can be mailed to:

Northern Arapaho Human Resources
P.O. Box 396
Fort Washakie, WY 82514

Applications can also be hand delivered to Northern Arapaho Human Resources at the Tribal Complex Building, located at 533 Ethete Road, Ethete, WY., or dropped off at the 12th Street Medical Building in Riverton, WY. Native preference applies.

Application forms can be downloaded from the Careers page of our website.
www.windrivercares.com

You can also fill out an application online at www.nothernarapaho.com/application.

For more information please call (307) 349-7837.