



## *Elbowoods Memorial Health Center*

1058 College Drive  
New Town, ND 58763-4400  
(701) 627-4750  
Fax Number: (701) 627-7699

EXEMPT   X    
NON-EXEMPT       

### **POSITION DESCRIPTION**

**POSITION:** **Managed Care Director**

**RESPONSIBLE TO:** CEO

**SALARY:** Starting salary will be determined by funding, experience, and training level.

**CLASSIFICATION:** Management, Regular, Full-Time, Exempt

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

Position serves primarily as Managed Care Director for the Elbowoods Memorial Health Center (EMHC) within the Health Care System with 80% of time being direct patient care and 20% being administrative tasks. The Managed Care Director works in collaboration and continuous partnership with chronically ill or "high risk" patients and their family/caregiver(s), clinic/hospital/specialty providers and staff, and community resources in a team approach to:

#### **Job Summary**

- i) Promote timely access to appropriate care
- ii) Increase utilization of preventative care
- iii) Reduce emergency room utilization and hospital readmissions
- iv) Increase comprehension through culturally and linguistically appropriate education
- v) Create and promote adherence to a care plan, developed in coordination with the patient, primary care provider, specialty providers (when deemed medically necessary), outside resources and family/caregiver(s)
- vi) Increase continuity of care by managing relationships with tertiary care providers, transitions in care, and referrals
- vii) Increase patient's ability for self-management and shared decision making
- viii) Work with medical providers to reconcile medication

- ix) Connect patients to relevant community resources, with the goal of enhancing patient health and well-being, increasing patient satisfaction, and reducing health care costs
- x) Conduct one-on-one extended patient meetings to help facilitate a standard of care
- xi) Create, plan, and implement a community oriented health program for the clients of EMHC
- xii) Serve as the contact point, advocate, and informational resource for patients, care team, family/caregiver(s), payers, and community resources
- xiii) Work closely with purchase referred care, benefits and medical records to ensure continuity of care for patient
- xiv) Knowledge of socio-cultural factors that adversely affect the health of the population served and ability to design corrective actions for the improvement of these problems (i.e., primary, secondary, prevention/community education) across the age span from childhood through adulthood
- xv) Knowledge of GPRA measures and clinical reminders with appropriate screenings, documentation of results, and further referrals as deemed appropriate
- xvi) Assess patient's readiness for change when appropriate and provide behavioral change counseling on an individual and/or group basis across the age span
- xvii) Collaborates with behavioral health to create care plans and assist and ensure patients are receiving appropriate follow-up
- xviii) Works closely with clinical nursing staff to ensure continuity of care
- xix) Utilizes electronic health records, iCare, Vista imaging and additional electronic health records as available to provide a continuity of care and document accordingly.
- xx) Represents the Three Affiliated Tribes (TAT) Health Care Centers in a highly professional manner
- xxi) Establishes positive communications and collaborates with all departments of EMHC and collaborating facilities to assure stable operations and a standard of care
- xxii) Demonstrates respect and understanding of confidentiality for patients, staff and others according to policy and HIPAA regulation.
- xxiii) Maintain required reporting as assigned
- xxiv) Registered Nurse (RN) will adhere to their scope of practice according to the North Dakota Board of Nursing
- xxv) Participates in EMHC staff meetings, assigned committees, community events, and other meetings as instructed or deemed necessary
- xxvi) Adheres to the Mission, Vision, and Values of EMHC and actively strives to educate the community of such in a positive approach to assist in the growth of the organization and assist our community in its healthcare needs

## **PHYSICAL DEMANDS/WORK ENVIRONMENT**

The work requires regular standing to perform work, walking between the different community and clinic areas, and reaching and bending to obtain supplies and accomplish tasks. Duties involve extensive driving between communities in all road conditions

## **QUALIFICATIONS, EXPERIENCE, EDUCATION**

- Must possess a Bachelor's Degree in Nursing, **REQUIRED**. *Must submit copy of degree or transcripts with application.*
- Hold a current RN license, **REQUIRED**.
- Computer knowledge and proficiency, **REQUIRED**.
- Possession of a current, valid North Dakota State Driver's License, reliable transportation, and telephone, **REQUIRED**.
- Excellent verbal and written communication skills, **REQUIRED**.
- Ability to work independently in the absence of supervision.
- Must be responsible, dependable, and able to maintain confidentiality of information.
- Must submit to 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.*

## **WORKING CONDITIONS:**

- Work is performed in an office environment with varying conditions of noise level, temperature, and illumination.
- Occasionally lifts up to 25 pounds of material.
- 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.
- Potential exposure to blood and other hazardous material, communicable diseases, and other conditions common in a health care environment.
- Work is performed inside with exposure to unpredictable crisis situations.
- Shift work may be required.
- Extensive walking is required since interaction between all disciplines within the health care operations and management is required.
- Travel may be required to accomplish facility goals.

## **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the

essential functions. While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to taste or smell. The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

### **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 HEALTH CARE CENTER POSITIONS.

Currently there are limited housing units available with no relocation assistance.

### **APPLICATION PROCEDURE**

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

**Three Affiliated Tribes  
Human Resources Department  
1058 College Drive  
New Town, ND 58763-0400**

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

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

Applications will not be returned.