



Job Position: Program Management Analyst	Status: Full Time/Non-Exempt
Division: Health Department	Salary: Based on Experience
Posting Date: September 10, 2020	Closing Date: September 25, 2020

Job Description

Summary:

The Program Analyst will perform administrative applications of a wide range of qualitative and quantitative methods to assess complex management and program business processes and systems. The Program analyst will make recommendations to improve efficiency within the outpatient ambulatory clinic.

Essential Duties and Responsibilities include the following.

- Maintains all federal, state and local contracts/grants to fulfill the programs, services and activities (PSAs) within the tribal health plan Generates reports that summarize cumulative funding and expenditures from contracts and grants.
- Works with the Finance department to collect and summarize reports on the status of funds to ensure operation allowances
- Generates and maintains health policies and procedures, circulates for review, obtains approvals, disseminates approved policies to the staff.
- Serves as the SharePoint and systems Administrator for the clinic.
- Provides guidance and leadership on assignments, identify deadlines and time frames for completion of projects within the clinic.
- Interacts with medical biller and coder to develop reports as needed.
- Maintain time and attendance records and processes ensuring timely submissions of payroll documentation to Finance.
- Track and maintain inventory records.
- Assist with follow up on unpaid claims from Third Party Payers; Monitors the aging report and inform the Health Director of aging collectibles
- Review travel authorizations to maintain compliance with Tunica Biloxi Tribe policies and procedures.
- Prepares reports and presentations utilizing office system programs.
- Performs other duties assigned.

Competencies:

- Verifiable experience in development and implementation of policies and procedures
- Proficient in Microsoft programs; SharePoint, Excel, PowerPoint, Publisher and data management systems; experience in Microix is a plus.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/Experience:

Bachelor's Degree in Nursing or an Associate's degree with 5 years of healthcare experience in a clinical setting.

Certificates and Licenses:

- Must possess valid driver's license
- Must successfully pass a criminal background check.
- HIPPA certification required

Supervisory Responsibilities:

This job has supervisory responsibilities.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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.

This work requires walking, sitting, standing, reaching, and bending. Candidate must be able to lift up to 30 pounds.

This is not an exhaustive list of all duties and responsibilities associated with it. The Tunica Biloxi Tribe of Louisiana reserves the right to amend and change responsibilities to meet business and organizational needs.

PREFERENCE WILL BE GIVEN TO QUALIFIED NATIVE AMERICAN INDIANS. Proof of tribal citizenship is required to be deemed preference eligible.

SELECTION PROCESS:

All Tunica-Biloxi Tribal positions are competitive. All employment applications and supportive employment material will be evaluated based on the relevance of the applicant's qualifications and experience as it applies to this position. Applicant's who demonstrate that they meet the minimum qualifications and experience most relevant to this position will be considered qualified and be eligible for an interview.

Complete tribal employment applications and resumes will be accepted until the closing date of the posting. Applications and resumes received after the closing date will not be considered for the position.

REQUIRED EMPLOYMENT APPLICATION PACKET MATERIAL:

- **Tribal employment application** that is complete and provides all information requested;
or
- **Cover letter** explaining your qualifications and experience relevant to the functions of this position; and
- **Personal resume** identifying your qualifications and experience relevant to the functions of this position.

Qualified Native Americans will be given preference in employment as required by the Indian Self-Determination and Education Assistance Act (25 U.S. 450, ET. Seq) including other relevant laws. In accordance with Title VII of the 1984 Civil Rights Act, Sections 701(b) and 703(1), preference in filling all vacancies may be given to qualified American Indian candidates. In other than the proceeding situations, the Tunica-Biloxi Tribe is an Equal Opportunity Employer (EOE); Tribal and/or Indian preference applicable in accordance with Title XX of the Tribal Code of the Tunica-Biloxi Tribe of Louisiana.

To apply for this position, interested candidates must submit their completed application, or cover letter and resume to:

Tunica-Biloxi Tribe of Louisiana
Attn: Human Resources
150 Melacon Rd.
Marksville, La. 71351
OR
HR@tunica.org