



Spirit Lake Tribe
P.O. Box 359
Fort Totten, North Dakota 58335
britneyr@spiritlakenation.com

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| Job Title: | Program Coordinator | Open Date | March 20, 2024 |
| Program: | Healthy Transition | Close Date | April 3, 2024 |

Position Objective: The Program Coordinator is to coordinate team-based care to provide health services to individuals, through effective partnerships with patients, their caregivers/families, community resources, and their physician or mental health provider. Facilitates a “shared goal model” within and across settings to achieve coordinated high-quality care that is patient and family centered.

Major Duties & Responsibilities

- Develop and implement communication/marketing plans through all project phases which will communicate efforts to key stakeholders and selecting evidence-based practices.
- Coordinate the implementation of suicide prevention program
- Establish and maintain collaborative relationships with a variety of stakeholders
- Engage coalition members and other key stakeholders to identify community priorities, resources, needs and solutions.
- Maintain and utilize a working knowledge of significant developments, trends, and best practices in the field of suicide prevention. To attend trainings as provided.
- Provides mentoring/coaching of other population health and care coordination team members and coach patients/families toward successful self-management of their chronic disease.
- Utilize tools and documents that support a guided care process, collaborate with patients/family toward an effective plan of care.
- Assess patient and family’s unmet mental health and social needs and provide resources.
- Develop a care plan based on mutual goals with patient, family, and provider’s emergency plan, medical summary, and ongoing action plan, as appropriate.
- Monitor patient’s adherence to plan of care and progress toward goals in a timely fashion, facilitate changes as needed.
- Create ongoing processes for patients/families to determine and request the level of care coordination support they desire over time.
- Facilitate patient access to appropriate medical and specialty providers as well as other care coordination team support specialists (e.g., Mental Health professionals)
- Cultivate and support primary care and subspecialty co-management with timely communication, inquiry, follow up, and integration of information into the care plan regarding transitions-in-care and referrals.

- Serve as a point of contact, advocate, and informational resource for patient, family, care team, payers, and community resources and facilitate and attend meetings between patient, families, care team, payers, and community resources, as needed
- Ensure effective tracking of test results, medication management, and adherence to follow-up appointments. Develop systems to prevent errors (e.g., effective medication reconciliation and shared medical records)
- Attend and actively participate in Care Coordinator related training and meeting activities
- Perform regular visits to provide patient and family support and education
- Collect data and write brief reports to meet evaluation needs of the program.

Qualifications, experience, and education required:

- High school diploma with preference of a two-year degree from an accredited college or university with emphasis on health, social work, or human services.
- Valid ND License, insurable under the SLT driving policy and adequate transportation.
- Demonstrated experience in public relations
- Ability to set priorities, manage multiple and simultaneous responsibilities, and monitor progress toward goals, tracking information and activities
- Must have mental health experience.
- 3-5 years' experience in clinical or community health settings
- Previous experience in caring for chronic disease patients required.
- Previous Care Coordination, Case Management or Home Health experience-preferred
- Previous experience with health systems and data reports-preferred
- Knowledge of community health services and local resources
- Strong organizational and demonstrates the ability to maintain accurate notes and records.
- Ability to communicate proficiently through technology (email, cell phone, etc.)
- Ability to determine appropriate course of action in more complex situations
- Ability to work independently, exercise creativity, be attentive to detail, and maintain a positive attitude
- Ability to maintain confidentiality of all medical, financial, and legal information
- Ability to communicate effectively, both orally and in writing
- Ability to handle difficult situations involving patients, physicians, or others in a professional manner

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| Job Role: | Program Coordinator | Department | Healthy Transitions |
| Status | Full-Time | Supervision | Tribal Health Director |
| Grade: | 16 | Manages Others: | Yes |
| Number of Vacancies: | 1 | Classification: Exempt/Non-exempt | |

Please Send Application to:

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| Name: | Spirit Lake Human Resource Dept | Email: | mkeo@spiritlakenation.com or britneyr@spiritlakenation.com |
| Address: | P.O. Box 97 | State | North Dakota |
| City: | Fort Totten, North Dakota | Zip/Postal Code: | 58335 |
| Phone: | 701-381-0204 or 701-381-0361 | Fax: | 701-766-1272 |
| Application Procedure | Complete application/Completed resume/Application materials must clearly explain how experience and education are related to minimum qualifications and job duties. Copy of Credentials /License/Copy of college transcripts/copy of valid driver's license/Names, addresses, phone numbers and permission to contact three references/If seeking Indian Preference a copy of Tribal Enrollment must be attached/ If seeking Veteran's preference must include Form DD214/Authorization signature will be required for background check and drug testing. | | |