



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

**Job Title:**

**Case Manager - Nurse Specialist**

**Open Date:**

**May 22, 2018**

**Position Objectives:** This position is responsible for Performance Improvement (PI), Utilization Review (UR), and Managed Care (MC) coordination for the Spirit Lake Health Center (SLHC).

**Major Duties & Responsibilities:**

- Functions as Utilization Review/Managed Care (UR/MC) Coordinator.
- Establishes, implements and manages a model of best practice that is appropriate for the needs of SLHC.
- Coordinates all activities related to Managed Care; ensure all partners are included and the coordinated efforts take place in all appropriate departments within SLHC.
- Designs, provides and evaluates information/technical support provided to SLHC employees regarding the appropriate utilization of health care resources and quality and quantity of care activities.
- Works with the Business Office and PRC to ensure use of best practice in the analysis and assessment of data, current funding agreements or contracts, outcomes, and payment integrity; identifies and pursues additional contracts.
- Assists and supports the Business Office and PRC in the implementation of quality of care and managed care monitors, and controls in health care activities.
- Initiates and administers managed care proposals and projects; seeks funding sources to support the activities.
- Participate on the SLHC management team in decision-making processes in matters related to Managed Care.
- Must comply with federal laws and regulations as required by the Health Insurance Portability and Accountability Act (HIPAA).
- Knowledge of federal, state and local regulations affecting areas of responsibility.
- Knowledge and ability to identify and prioritize problems, establish criteria, select and implement appropriate data collection techniques, assess data, make recommendations and implement changes.
- Knowledge of federal, state, accrediting agency accreditation standards and regulations; ability to reconcile contradictory requirements in preparing staff recommendations and/or coordinating clinical and administrative services.
- Knowledge of all aspects of Nursing Management including qualitative and quantitative analysis, facility statistics.
- Knowledge of nursing duties related to patient care, particularly nursing diagnosis and nursing care plans.
- Knowledge of diversity and cultural difference of Native American populations, and the ability to appreciate cultural differences and their effect on healthcare delivery.
- Performs related duties.

**Qualifications, Experience and education required:**

- Bachelor’s Degree in Nursing and experience sufficient to understand the major duties of this position.
- An Associate’s Degree or Diploma of Nursing and four (4) years of experience may be considered.
- Licensed as a Registered Nurse by the State of North Dakota.
- Must successfully pass a criminal and background check.
- Must successfully pass a pre-employment drug screen.

<b>Job Role:</b>	Nursing	<b>Company:</b>	Spirit Lake Tribe
<b>Employment Status:</b>	Full-Time	<b>Closing Date:</b>	<b>June 8, 2018</b>
<b>Salary Range:</b>	DOQ	<b>Supervision</b>	Director of Nursing
<b>Vacancies:</b>	2	<b>Manages Others:</b>	No
<b>Please Send Application to:</b>			
<b>Name:</b>	Spirit Lake Human Resource Department	<b>Email:</b>	slthr@spiritlakenation.com
<b>Address:</b>	P.O. Box 97	<b>State</b>	North Dakota
<b>City:</b>	Fort Totten, ND	<b>Zip/Postal Code:</b>	58335
<b>Phone:</b>	701-381-0635 or 701-381-0204	<b>Fax:</b>	701-766-1272
<b>Application Procedure</b>	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.		