

Yakutat Tlingit Tribe

606 Forest Hwy. 10 * P.O. Box 418 * Yakutat, Alaska 99689
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JOB ANNOUNCEMENT

POSITION TITLE: Patient Travel Advocate

POSITION LOCATION: Yakutat Community Health Center (YCHC)

POSITION UNDER THE SUPERVISION OF: RN Case Manager

POSITION DETAILS: Non-exempt, Full-time permanent

FRINGE BENEFITS: Health and life insurance, Retirement

POSITION SUMMARY:

Under general supervision, coordinates travel for patients being referred to the Alaska Native Medical Center (ANMC) or other facility for medical care. Advocates for patients needing emergency shelter and/or transportation services by providing direct services or referral to outside resources needed to access medical care not available within the Yakutat Community Health Center.

** Full position description available upon request.*

QUALIFICATIONS:

- Knowledge of customer service concepts and practice.
- Knowledge of the Privacy Act of 1974 and HIPAA Privacy Rule Act of 1966.
- Knowledge of state, federal, and tribal health care programs.
- Knowledge of state, federal and public/private insurance, including Medicaid/Medicare.
- Experience in customer service and working with distressed patients
- Knowledge of correct business practices, correspondence, and typing formats, including grammar, composition, spelling and punctuation
- Ability to effectively communicate with the general public; establish and maintain cooperative working relationships
- Intermediate or advanced computer skills; experience using MS Word, Excel and PowerPoint preferred

TO APPLY: Applications can be picked up at the Yakutat Community Health Center. Please submit full applications at Yakutat Community Health Center.

NATIVE AMERICAN PREFERENCE WILL BE APPLIED TO HIRING OF THIS POSITION AS DEFINED IN TITLE 25, US CODE, CHAPTER 14, SUBCHAPTER V, SUBSECTION 273 & 274. WE ARE AN EQUAL OPPORTUNITY EMPLOYER WITH PREFERENCE GIVEN TO QUALIFIED NATIVE AMERICAN APPLICANTS IN ACCORDANCE WITH FEDERAL LAW AND TRIBAL POLICY.

The Yakutat Tlingit Tribe is a drug free work place and this position may be subject to random drug tests.

MISSION: To preserve, maintain and protect the unique culture, land & resources of Yakutat Tlingit people; to maximize our social, health & well being while creating economic development benefits to all tribal members.
Posted by: _____

