

## Kickapoo Tribe in Kansas

### Position Description

**Title:** Integrated Care Coordinator  
**Position:** Full Time /Non-Exempt  
**Location:** Social Services Department/Kickapoo Health Clinic  
**Supervisor:** Social Services Director

**Position Description:** Kickapoo Social Services strongly advocates for the wellness of our Tribal members through our Integrated Health Program that delivers the following services, and more, using an individual/family-centered, strengths-based approach. For children and adults, our services include comprehensive care management. Coordination of our client's health including coordination of doctors, therapists and prescribers. Health promotion and wellness prevention activities. Individual, family support services and referral to community and social support services.

**Essential Duties and Responsibilities:** As an Integrated Care Coordinator, your primary responsibility includes providing mental and physical health care coordination for assigned caseload as part of the Kickapoo Integrated Health program team with the Kickapoo Health Clinic and Kickapoo Social Services. In addition, you will:

- Work closely with nursing staff, primary health care and auxiliary service providers
- Assist with the enrollment process, which includes paperwork.
- Coordinate appointment scheduling, arrange transportation, and make follow-up calls as necessary.
- Provides continued education and reinforces ongoing whole health needs.
- Comprehensive care management and coordination of our client's health including coordination of doctors, therapists and prescribers.
- Health promotion and wellness prevention activities.
- Comprehensive transitional care.
- Individual and family support services.
- Referral to community and social support services.
- Reviews up-coming appointments to verify insurance; helps patients with applications for KanCare or other third parties.
- Maintains up-to-date knowledge of Medicare, Medicaid, other public assistance programs, and HIPAA regulations. Assist Tribal members with applying for Medicaid/ Medicare and SSI/SSDI.
- Assists Tribal members in applying for Tribal services.
- Scans identifying documents into the electronic medical records and keep case notes.
- Attend meetings as required.
- Works cooperatively within the office and other agencies; as needed.
- All other duties as assigned.

**Minimum Requirements:**

- Associates Degree in the field of: Nursing, Insurance Knowledge, Health Information Management, Case Management or Human Services. An individual equally qualified by work experience or a combination of work experience and education, with one year of experience substituting for one year of education.
- Thorough understanding and appreciation for the interdisciplinary nature of treatment for children and adults with mental illness
- Knowledge of human growth and development and behavioral theories
- Valid driver's license and the ability to drive agency vehicles
- Ability to communicate clearly and professionally to Tribal members, staff, families, and other professional staff
- Excellent time management, organization, and flexibility
- The successful candidate must pass a criminal background investigation and a Central Registry for child/adult abuse per provision in (25 CFR, Part 63).

**Privacy Act:**

Must comply with all requirements and provisions of Subpart D, of 43 CFR, Part 2, which implements the Privacy Act (5 USC 522a) (I) (I).

**Drug-Free Workplace Policy:**

As a condition of employment, applicants must consent to pre-employment drug testing prior to appointment, and abide by the Drug-Free Workplace Policy while employed by the Kickapoo Tribe in Kansas.

**Indian Preference Policy:**

Preference in filling vacancies is given to qualified Indian candidates in accordance with Indian Preference of 1.934 (Title 25, USC, Section 472). Verification must be submitted with the application if claiming Indian Preference. Consideration will be giving to non-Indian applicants in the absence of qualified Indian Preference eligible.

**The Kickapoo Tribe in Kansas reserves the right to amend this position description at any time.**

