



PUEBLO OF ISLETA
HUMAN RESOURCES DEPARTMENT
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VACANCY ANNOUNCEMENT

POSTING NO: 193-22

OPENING DATE: 12/21/2022

CLOSING DATE: 02/13/2023

POSTED: IN/OUT

POSITION: Benefits & Billing Coordinator
PAY GRADE: NE5 (\$15.97/hr. - \$21.56/hr.)
FLSA STATUS: Non-Exempt
POSITION TYPE: Full Time
FUNDING SOURCE: POI Funded
DEPARTMENT: Elder Center
REPORTS TO: Director, Elder Center
BACKGROUND LEVEL: Child/Elder

JOB PURPOSE: Achieves Program goals and objectives by planning and evaluating daily operations. Ensures the efficient and effective systems for third-party billing and providing information and assistance to elders on benefits and resources.

This position description may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found or assigned to this position.

JOB DUTIES:

- Establish provider agreements with various agencies for third party billing.
- Establish and maintain systems to support efficient billing and reconciliation.
- Establish and maintain records for incoming revenue, submission of payments and accurate reporting to Treasury.
- Works closely with third-party assessors and Home Services Manager in meeting Managed Care Organizational goals and objectives and Individual Care Plans.
- Documents timesheets and service provisions to process third party billings as required by agencies.
- Verifies continued client Medicaid eligibility.
- Connects and/or assists elders to apply for benefits and resources available to support their wellbeing (Social Security, Commodities, Medicare, Medicaid, LIHEAP, etc.)
- Advocates at the local, state and national agencies for elder benefits and resources.
- Provides at minimum an annual event to bring awareness and educate the community on available benefits and resources.

- Acts as a liaison within the aging network and other service providers.
- Manages department budget and reports to leadership as required.
- Develops and/or assists in writing proposals and grants to secure additional funding and grant monies for continuation and expansion of program services.
- Keeps leadership and other departments informed of status of program activities by attending meetings and submitting reports.
- Creates policies and procedures for staff to ensure consistency and adherence to program goals.
- Enhances professional growth and development through participation in seminars, educational workshops, classes and conferences.
- Performs other duties as assigned.

SUPERVISION RESPONSIBILITIES:

- Coach, counsel, train and promote opportunities for staff feedback.
- Assigns, reviews, and delegates work and job responsibilities to designated staff.
- Hires, evaluates, disciplines and develops professional staff.
- Coordinates training, orientations and continuing education of staff.

MINIMUM QUALIFICATIONS/REQUIREMENTS:

- Associates Degree in Social Work, Counseling, Gerontology, Nursing or related field.
- Two years work experience in social services, case management, or working with elder programming including one-year supervisory experience; or equivalent combination of education and experience.
- First Aide, CPR and Food Handlers is required.
- Ability to speak Tiwa is preferred.
- Valid New Mexico driver's license with ability to meet Pueblo of Isleta liability insurance requirements and maintain eligibility for insurance.
- Must pass background check for position.
- Must be able to comply with the Pueblo of Isleta Drug Free Workplace policies.

KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS:

- Knowledge of and ability to interpret applicable federal, state, county and local laws, regulations, and requirements.
- Knowledge of department organization, functions, objectives, policies and procedures.
- Knowledge of budget preparation.
- Skill in operating various word-processing, spreadsheets, and database software programs in a Windows environment.
- Knowledge of the effects of aging on the physical, mental and emotional development of individuals, and knowledge of nutrition, disease prevention and healthcare.
- Skill in preparing, reviewing, and analyzing operational and financial reports.
- Skill in supervising, training, and evaluating assigned staff.
- Ability to work independently and meet strict time lines.
- Ability to communicate efficiently and effectively both verbally and in writing.
- Ability to create and present effective speeches and presentations.
- Skill in socializing and working with elders and families.
- Ability to establish and maintain professional relationships with the public and co-workers.

- Ability to make solid decisions and exercise independent judgment.

PHYSICAL DEMANDS:

- Talk, hear, sit, stand; use hands to handle objects, equipment, controls and reach with arms and hands.
- Position requires frequent lifting of 25 lbs.

WORK ENVIRONMENT:

- Work is performed in a typical interior/office, home, or elder community center environment.
- Frequent interaction with the public.
- Travel within and outside of the Pueblo area is required.
- Evening or weekend may be work required on occasion.
- Noise level is usually minimal.

PREFERENCE:

Tribal and Native American Indian preference shall apply to all positions at Pueblo of Isleta.