



## WICHITA AND AFFILIATED TRIBES POSITION DESCRIPTION

- JOB TITLE:** MFPTI Project Lead
- DEPARTMENT:** Administrative & Office Staff
- LOCATION:** Health Building – Tribal Complex
- REPORTS TO:** Health Services Administrator

### **JOB SUMMARY:**

The Money Follows the Person Tribal Initiative (MFPTI) Project Lead is responsible for aiding the tribe in creating a Medicaid billable program to serve Tribal Elders and disabled adults. Responsibilities include working with external contractors and coordination of project tasks between different tribal departments and the Health Administration. The Project Lead will work to ensure a Medicaid billable home and community-based service delivery system to support Elders and disabled adults in coordination with the MFPTI Grant. This position will provide project support and updates to the Health Services Administrator. Incumbent must be able to perform duties under minimal supervision. Incumbent will also hold a supervisor role to the LTSS Coordinator. The work is mostly sedentary, requiring online research, state provider requirement summaries and completion of necessary requirements for the Tribe to become a provider of home and community-based services in the Oklahoma Medicaid system. Occasionally the incumbent may be required to drive a Tribal or GSA vehicle.

### **CORE DUTIES AND RESPONSIBILITIES:**

1. Coordinate with project contractor to provide ongoing oversight of project needs and tasks across Tribal departments as required.
2. Ensuring multi-departmental participation in enrollment to Money Follows the Person Tribal Initiative (MFPTI).
3. Participation in regular project meetings to identify what is working and what needs to be adjusted to meet the ongoing needs of the Tribe.

4. Gain a working knowledge of the Oklahoma Medicaid HCBS programs and ensure the Tribe can complete necessary requirements or certifications for Medicaid, SoonerCare and Waiver programs.
5. Provide oversight of enrollment assistance of SoonerCare (Oklahoma Medicaid), Medicaid Waiver Programs, Medicare, and Native Care Health to individuals.
6. Must obtain Medical Insurance Coding and Billing training for Long Term Services and Supports (LTSS) within one (1) year of hire.
7. Attend regular project meetings, including meetings with state and county agencies who oversee supportive programs for frail elders and disabled adults.
8. Provide leadership and guidance to the LTSS Coordinator.
9. Provide reports as requested by supervisor.
10. Any other duties as assigned by Health Services Administrator.

**EDUCATION AND EXPERIENCE:**

1. Prefer a Bachelor's Degree in Public Health, Management or other related Health field. Experience and training in health projects or/and a combination of education may be substituted. However, candidate must have completed at least two (2) years in Public Health, Management, or related field from an accredited College or University and may combine any equivalent combination of experience, training, and/or education. The experience and training must be documented by previous work experience.
2. Possess one (1) year of related experience and must have demonstrated knowledge and skills related to general office procedures. Skills include but not limited to basic office work, typing, and data-entry.
3. Knowledge of entering data into Resource and Patient Management System (RPMS) patient database.
4. Knowledge in support services, communications, planning and contracting in a health-related field.
5. Must be computer literate and have previous experience with data entry and able to operate software for letter processing and spreadsheets, and must be knowledgeable in Microsoft Word Excel and Power Point database.
6. Ability to handle difficult situations on a daily basis that require effective organizations and problem-solving skills with the ability to communicate courteously and effectively both orally and in writing.
7. Work with little direct supervision, and must have the ability to organize and maintain clear and concise records.

8. Ability to maintain a high level of confidentiality.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Work primarily in a climate controlled environment with minimal safety/health hazard potential. Sedentary, sitting, walking, occasional lifting from floor, and bending. Frequent near vision use for reading and computer use. Frequent stressful conditions. The noise level in the work environment is usually moderate.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Must be physically able to operate a variety of office equipment such as a computer, printer, calculator, copy machine, telephone, photographic equipment, etc. Physical demand requirements are at levels of those for sedentary work.

**SPECIAL REQUIREMENTS:**

Possession of a valid Oklahoma Driver's License. Subject to a background check and drug screening. Must sign a Confidentiality Agreement and abide by confidentiality regarding program and personnel matters. Indian Preference applies. Direct Deposit Required.

This certifies that I have read the position description and I am capable of performing all essential functions of the job.

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**EMPLOYEE**

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**DEPARTMENT SUPERVISOR**

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**CHIEF OPERATIONS OFFICER**

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**HUMAN RESOURCES DEPARTMENT**

\_\_\_\_\_  
**DATE**

*Job descriptions are used primarily to assist in the identification of the core duties and responsibilities of a position and to be used in determining the level of compensation for the position. Other duties and responsibilities may be added or removed at the discretion of the Wichita Affiliated Tribes Executive Management.*