

DIRECTOR

TRIBAL INSURANCE SPONSORSHIP PROGRAM (T-SHIP)

INTRODUCTION

This position is to serve as the **Director** of a new Tribal program entitled **Tribal Sponsorship Insurance Program (T-SHIP)**, funded by a Indian Self-Determination and Education Assistance Act (ISDEAA), as Amended, P.L. 93-638 contract from the Indian Health Service (IHS), to implement tribal purchase of health care insurance for enrolled tribal members and their dependents. This program is situated within the Blackfeet Tribal Health System (BTHS). The Director, T-SHIP will oversee the development of internal policies that will establish criteria to prioritize certain tribal members for the initial purchase of insurance based upon income levels and health care needs. The purchase of healthcare insurance for tribal members will continue as Indian Health Care Funds are available to meet the long-term objective of purchasing and maintaining insurance for all uninsured tribal members. The program director will oversee the insurance purchase process from health insurance providers; provide required reports to the IHS and consult with the Blackfeet Tribal Business Council and the Tribal Health Board on the progress of program implementation. Further, the program director will supervise one (1) Policy Analyst and eight (8) Enrollment Specialists.

MAJOR DUTIES

Develop internal criteria to sponsor Tribal members for health care insurance based upon levels of income and health care needs and other factors critical to the Tribal Executive Board

Identify cost effective health care insurance options with the assistance of consultants.

Review and understand the specific provisions of the Affordable Care Act (ACA) as it applies to Native Americans.

Conduct outreach activities to inform tribal members of the TSIP.

Oversee the programs implementation of enrollment processes including, interview of tribal members, collecting necessary background and health information, submission of necessary forms and documentation, explanation of insurance benefits.

Develop record keeping systems for all tribal members sponsored for health care insurance; develop process to insure prompt payment of premiums by tribal finance systems.

Maintain records of tribal members enrolled in T-SHIP.

Prepare necessary reports to IHS as mandated in the P.L. 93-638 contract regarding number of enrollees, expenditure of funds for purchase of insurance.

Collaborate with the IHS pursuant to the final Scope of Work (SOW).

Assist in the development and maintain compliance with an Annual Funding Agreement (AFA) with the IHS.

Serve as liaison between the insured tribal members and the health insurance provider and answer questions regarding insurance coverage

Supervise and coordinate with the Policy Analyst in the development of internal policies for prioritization of tribal members for insurance sponsorship; policies to process applications and paperwork for enrollment with health insurance providers; processing for payment of premiums.

Supervise and coordinate with Enrollment Specialists to implement enrollment of tribal members in health care insurance plans.

Other duties as assigned.

KNOWLEDGE REQUIRED FOR THE POSITION

The incumbent of the Program Director must have general knowledge of the ACA in specific reference to Native Americans and a general knowledge of implementing a tribal program pursuant to a P.L. 93-638 contract. The incumbent must have the ability to utilize the internet to enroll tribal members with health insurance plans. Further, the incumbent must have knowledge of program budgeting and processing drawdowns for funding. Incumbent must have the ability to explain the tribal sponsorship program objectives to audiences of tribal members to the BTBC and in collaborative efforts with the IHS.

SUPERVISORY CONTROLS

The incumbent is supervised by the Chief Finance Officer, BTHS. Program tasks and objectives are detailed in the Model Contract, SOW and AFA with the IHS.

The incumbent is responsible for independently planning, designing, and carrying out program objectives, tasks, program functions and to ensure program success.

GUIDELINES

The incumbent will utilize the guidance in the ACA that allows for tribes to sponsor tribal members for health insurance coverage. Additionally, the incumbent will develop criteria for tribal member sponsorship.

COMPLEXITY

The incumbent will function as the key contact and spokesperson for the T-SHIP and will serve as the technical authority for the development and dissemination of policy and procedural guidelines for specific objectives of the program. The incumbent will serve as an authoritative resource for the Tribes in regards to tribal member sponsorship; provide program leadership for the formulation, establishment and coordination of tribal benefits program including development of interpretative material and recommended courses of action.

SCOPE AND EFFECT

Performance of duties will involve implementation of the new T-SHIP to purchase health care insurance of tribal members pursuant to the contract, scope of work and annual funding agreement with the IHS.

PERSONAL CONTACTS

Personal contacts are with other employees in the T-SHIP, tribal members prioritized for insurance sponsorship and tribal members for outreach and information. Additionally, personal contacts include IHS representatives and the Blackfeet Tribal Business Council.

PHYSICAL DEMANDS

Position does not require any special physical effort. Generally, work will be sedentary but may require walking and standing in conjunction with presentations at meetings, attending conferences or traveling.

WORK ENVIRONMENT

The work area will be within Blackfeet Tribal Office properties and will be lighted, heated, and ventilated. The work environment will have usual risks or discomforts that require general safety precautions.

QUALIFICATIONS

Bachelor's Degree in Business Administration, Business Management, or related field **OR** a combination of education in a related field and two (2) years of relevant work experience may be considered.

Must have a valid driver's license.