



# MISSOULA URBAN INDIAN HEALTH CENTER

406.829.9515 | 830 West Central, Missoula MT 59801 | [www.micmt.com](http://www.micmt.com)

## POSITION VACANCY ANNOUNCEMENT

TITLE:	Behavioral Health Data Clerk
DEPARTMENT:	Behavioral Health
EMPLOYEE STATUS:	Part-Time
SHIFT:	Mon. – Friday; shift & hours may vary depending on operational needs.
WAGE RANGE:	\$12.00/hr.

**Position Posting: February 25, 2016**

**Position Closes: Open until Filled**

**Application reviews will begin on February 29<sup>th</sup>, with complete job description available at MUIHC.**

### POSITION SUMMARY

The Behavioral Health Data specialist is a member of the Behavioral Health Department at the Missoula Urban Indian Health Center (MUIHC) and works with an interdisciplinary team, consisting of a Mental Health Provider, Chemical Dependency Counselors, Community Health Promotion Coordinator and Clinical Nurse. The Behavioral Health Data Specialist is guided by and under the direct supervision of the Behavioral Health Clinical Coordinator.

### FOCUS AREAS

The person in this position is primarily responsible for inputting CD client data into various MUIHC software programs, assuring client files are documented correctly and services rendered entered properly in order to ensure a smooth and accurate coding and billing process. The Behavioral Health Data Specialist will monitor and coordinate all CD grant and contract requirements, including reporting, contract and grant renewal, federal and state contract grant compliance, and perform follow-up services with treatment clients. The position may also serve as a resource to other individuals, including the Chemical Dependency team, Behavioral Health and the overall organization. This is a grant funded, Indian preference employment position.

### PREFERRED SKILLS

- Competence in utilizing data programs, including Excel, RPMS, SAMS and AccuCare is desired.
- Technical writing skills are desired.
- Strong organizational skills are a must.
- Competence using the computers and internet.
- Basic understanding and knowledge of coding/billing requirements for position including DSMV and ICD-10 coding.
- Ability to act as a resource.
- Attention to detail with proficient planning and organizational skills, sufficient to prioritize and successfully complete job demands.
- Ability to work independently and/or with minimal supervision, as well as, ability to clearly follow supervisor and/or superior's instructions.
- Ability to measure and document outstanding customer service and provide excellent customer service to fellow co-workers and MUIHC clients.



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- Ability to interact with clients, understand cultural differences and apply skill in working with people of varied social, ethnic and economic backgrounds.
- Ability to exercise tact and diplomacy, to gain confidence, support and cooperation of individuals and groups on accomplishing objectives.
- Flexibility and adaptability to stress and ability to work under stressful situations, when necessary.
- Ability to apply problem identification and conflict resolution skills for effective outcomes.

## DESIRED EXPERIENCE

- Three or more years of experience in data entry in a clinical or addiction services setting.
- Familiarity with and understanding of Chemical Dependency terminology and practices.
- Maintain and adhere to confidentiality guidelines.
- Experience utilizing Quality Assurance tools designed to measure program activity results.
- Gathering, measuring, analyzing and reporting technical data preferred.
- Private Insurance, Medicaid, Medicare and or other 3<sup>rd</sup> Party billing experience.
- Experience working with AI/AN populations.
- Working in a multi-disciplinary health care team is desired.

## REQUIRED QUALIFICATIONS

- Associates Degree in computer systems or data entry related field.
- Valid MT Driver's License, required.
- Be willing to consent to Criminal Background check, required.

Employees may be requested to stay or report to work, when needed, to complete essential tasks to the benefit of the organization. This may require working a non-traditional work schedule or working outside normal assigned duties to complete tasks.

## PHYSICAL DEMANDS

Essential job duties may require occasional lifting, pushing and pulling up to 50 pounds. The ability to occasionally stoop, kneel, crouch and utilize reaching, handling, fingering and feeling movements is required. The ability to hear normal conversational discussion and near and far visual clarity is required

Preference in employment is given to qualified Native American candidates, in accordance with Title 42CFR36.221.

Submit completed applications at the MUIHC office at 830 W. Central, faxed to (406) 829-9519 – Attn: HR; or e-mailed to: [jmeans@muihc.org](mailto:jmeans@muihc.org). The following must be included for consideration:

- 1) **A complete Missoula Urban Indian Health Center Application**
- 2) **Resume**
- 3) **Education transcripts**
- 4) **Proof of High School Diploma or GED and/or College/Secondary Education Degree**
- 5) **Three (3) letters of reference [Dated within last six (6) months]**
- 6) **Proof of Native American Preference, *as applicable* [via BIA verification of Indian Preference]**