



Ninilchik Traditional Council

P.O. Box 39070

Ninilchik, Alaska 99639

Phone: 907 567-3313 / Fax: 907 567-3308

E-mail: ntc@ninilchiktribe-nsn.gov

www.ninilchiktribe-nsn.gov

VACANCY ANNOUNCEMENT PATIENT NAVIGATOR/PROJECT ASSISTANT

ANNOUNCEMENT DATE: October 15, 2026

POSITION TITLE: Patient Navigator/Project Assistant

POSITION TYPE: Full Time/Permanent

Depending on Funding

CLOSING DATE: When Filled

POSITION BEGINS: When Filled

SALARY: DOE

POSITION SUMMARY: The Patient Navigator/ Project Assistant will work directly with the Ninilchik Traditional Council Community Clinic (NTCCC) patients/clients in the Ninilchik, Homer, and Anchor Point locations as needed. The Patient Navigator will assist patients with insurance enrollment as well as various projects as they arise as designated by the Tribal Health Support Manager. Confidentiality will be the highest priority. The Patient Navigator/Project Assistant will follow the NTCCC HIPPA policies and procedures.

PRIMARY DUTIES/RESPONSIBILITIES:

1. Assists patients/clients with insurance enrollment at the various clinic locations.
 - Days at each location to be determined by patient demand.
2. Tracks enrollment applications and status.
3. Maintains records, tracks, and reports on insurance enrollment acceptance.
4. Special Projects as assigned by the Tribal Health Support Manager.
5. Daily insurance eligibility verification and troubleshooting for all offices.
6. Assist the billing department with claims follow-up as needed.
7. Medicaid road travel-backup for all offices.
8. Will learn front desk process to provide back-up as needed.
 - Receives incoming calls and forwards as needed and/or logs phone messages and forwards as appropriate
 - Schedule clinic appointments
 - Check in patients by verifying patient information is up to date
 - Notifies medical providers that the patient is ready to be seen
10. Will learn and use current EHR/PM system, maintain accurate patient data information, and learn how to run reports out of EHR./PM system.
11. Will learn and use new on-demand transit scheduling system as a master user, teach others how to use it, and learn how to run reports out of it.
12. Non-medical staff working at the Ninilchik Traditional Council (NTC) Community Clinic are to provide emergency First Aid, CPR and to use the AED according to Red Cross guidelines as set forth in the Red Cross Standard First Aid Class, the Red Cross Adult CPR Class, the Red Cross child/infant CPR Class and the Red Cross AED Class at all times when there is no clinical medical staff (Midlevel's, Community Health Practitioner, or Community Health Aide) at the clinic. Non-medical staff will maintain current Red Cross cards per guidelines for: Standard CPR, Adult CPR, Child/Infant CPR and AED.
13. Other duties as assigned or directed by the Tribal Health Support Manager, Tribal Health Director, and/or NTC Executive Director or designee.

STATEMENT OF QUALIFICATIONS:

1. Must have at least 1 year, clinic office experience or similar front office experience
2. Must have some medical terminology experience
3. Must have a clean criminal record
4. Proficiency with computer systems
5. High school diploma
6. Exceptional customer service
7. Attention to detail
8. Familiarity with and understanding of insurance
9. NTC is an alcohol and drug-free workplace, and employees are required to submit to alcohol and drug testing in the case of cause or accident in accordance with the NTC policies and procedures

WORKFORCE DEVELOPMENT SKILLS & ABILITIES:

1. Seeks out additional learning opportunities to continue to develop the technical and professional skills needed now and in the future.
2. Takes responsibility for all work activities and personal actions by following through on commitments.
3. Proficiency in the use of appropriate computer-based software and office equipment.
4. Be available to travel and attend pertinent trainings/seminars/meetings as required and as the budget allows.
5. NTCCC was established with the purpose of serving a primary population comprised of Alaska Natives and American Indians within the NTC geographical service area. Employees should have a thorough understanding of the cultures and the needs of the members, and of the general culture and needs of Alaska Natives and American Indians.
6. Ability to effectively interact with co-workers and clients with diverse ethnic and cultural backgrounds, religious views, lifestyles, and sexual orientations, and treat everyone with respect and dignity.

INDIAN PREFERENCE:

In filling this position by initial appointment, promotion, transfer, reassignment, reinstatement, or any other personnel action, we are required by law, Indian Self-Determination and Education Assistance Act to give absolute preference in selection to candidates who are eligible for Indian Preference. For consideration under Indian Preference, proof is required.

OTHER:

This position will be under the direct supervision of the Tribal Health Support Manager. All NTC positions are subject to, and under the direct authority, of the NTC Policies and Procedures. NTC is an alcohol and drug- free workplace and employees are required to submit to alcohol and drug testing. All NTC positions of employment are subject to the availability of funds.

APPLICATIONS:

Applications are available at the Ninilchik Traditional Council Administration office building, 15910 Sterling Hwy., Ninilchik, AK 99639 or online at www.ninilchiktribe-nsn.gov

Applicants must submit a **complete** NTC Application for Employment as well as a personal resume.

Contact Information: Ninilchik Traditional Council
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Concurrent Out/In House Posting