

Position Announcements

Firefighter

The Chitimacha Fire Department has an opening for a Firefighter. This position responds to a variety of fire, medical emergency, rescue and hazmat calls.

Education and/or Experience: A High School Diploma or GED AND one (1) year of relevant firefighting, fire prevention or closely related firefighting experience. Firefighter certifications preferred. Must be eighteen years of age and possess a valid State of Louisiana driver's license and clean driving record.

Contract Medical Care Assistant

Duties include, but are **NOT** limited to:

- Independently reviews, updates, and maintains patient and provider files and records.
- Performs data entry, inputs financial data into the Accounts Payable Voucher Program and inputs data into the RPMS system.
- Corresponds with vendors in resolution of open purchase orders and claims.
- Prepares medical billing for payment, generates vouchers, and distribution of checks to providers.
- Responsible for the preparation and issuance of purchase orders.
- Makes decisions regarding the disposition of medical/dental claims including payment and denial of claims.
- Conducts in-depth research to resolve claims issues and customized correspondence as necessary.
- Responsible for determining eligibility and benefits for tribal members.
- Maintains current knowledge of benefits and effectively applies this knowledge in all job functions.
- Establishes quality control techniques to ensure that correct billing information is collected to produce and generate clean claims for submission.
- Quoting medical and dental benefits to providers, claims status and payment information.
- Identifies potentially high cost cases through diagnosis and large case management.

Education and/or Experience: An Associate's degree in Business/Office Management OR four (4) years of experience in the health insurance field or closely related field.

- ❖ **PREFERENCE WILL BE GIVEN TO QUALIFIED NATIVE AMERICANS.**
- ❖ **SUBJECT TO PRE-EMPLOYMENT AND RANDOM DRUG TESTING.**
- ❖ **A BACKGROUND INVESTIGATION WILL BE REQUIRED FOR THIS POSITION.**

To Apply: View our website www.chitimacha.gov, or visit the Human Resources Department at 105 Houma Drive, Charenton, LA. Applications are accepted: Monday–Thursday 7:30 a.m. – 5:00 p.m. and Friday 7:30 a.m. 11:30 a.m. Deadline for submission of application will be **Thursday, July 03, 2014.**

