



**Full Time Integrated Care Coordinator**

**Location:** Iowa Tribe of KS & NE Reservation

**Closing Date:** July 7<sup>th</sup> , 2025

**Summary:** Primary duties will include helping patients with enrollment in insurances programs such as Medicaid, Medicare, private/commercial insurances, Social Security or Disability. The Integrated Care Coordinator will also help patients with resources that may include food assistance, transportation, housing, and social services.

**Qualifications:**

- High School Diploma or Equivalent
- Valid driver's license with a clean driving record
- Must be reliable
- Excellent Phone Etiquette
- Experience with IHS to include using Electronic Health Record and RPMS preferred but not required
- Must be able to multitask and manage time effectively
- Excellent written and verbal communication skills required
- Must present a well-groomed, professional appearance and attitude
- Must pass a background check
- Must be able to keep things confidential and uphold all principles of confidentiality, patient care, and HIPAA

**Status:** Full Time 40 hours per week Monday – Friday 8:00 am – 4:30 pm

**Full Time benefits include 100% employer paid health, dental, vision, short term disability and life insurance. Company matched 401K up to 3%, paid vacation, sick leave and paid holidays.**

**NATIVE AMERICAN PREFERENCE IS GIVEN**

**How to Apply:** Applications can be found at <https://iowatribeofkansasnadnebraska.com/jobs>  
Mail or drop off applications/resumes to:  
White Cloud Health Center, LLC  
C/O Brenda Lunsford  
3349 B Thrasher Road  
White Cloud, KS 66094

- Email - [brenda.lunsford@ihs.gov](mailto:brenda.lunsford@ihs.gov)

If you have any questions, you may contact me by email or via phone at 785-595-3450 Ext. #4