



## KEE CHA'A-NEYR CORPORATION JOB DESCRIPTION

### CalAIM MANAGER

**Location:** Northern California

**Organization:** Kee Cha'a-neyr Corporation (KC), Yurok Tribe

**Reports to:** KC Board of Directors

**Employment Type:** Full-Time (32 Hours)

**Salary Range:** \$56,642.56 - \$93,583.36

#### Organization Overview

Kee Cha'a-neyr (KC) meaning "It Will Be New," is a nonprofit organization established by the Yurok Tribe for public and charitable purposes. KC is dedicated to advancing justice and promoting community well-being by supporting the essential programs and services of the Yurok Tribal Court. Projects and initiatives include cultural engagement and mentorship, wellness, recovery, and reentry support, transformational housing development, advocacy and action for Missing and Murdered Indigenous Peoples (MMIP), and support for victims of crime. Our mission is to strengthen tribal sovereignty and foster healing through collaborative efforts that uphold culturally grounded legal initiatives. See <https://keechaaneyr.org> for more information.

#### Position Summary

The CalAIM Manager is responsible for developing, implementing, and overseeing all KC Enhanced Care Management and Community Supports programs, requiring a strong working knowledge of California's CalAIM (Advancing and Innovating Medi-Cal) initiative. The CalAIM Manager serves as KC's primary compliance, contracting, billing oversight, and liaison role with Partnership HealthPlan of California (Partnership) for CalAIM programs. This position ensures program integrity, audit readiness, subcontractor compliance, and alignment with DHCS (CA Department of Health Care Services) and Partnership requirements. The position includes staff supervision, supports quality improvement efforts, provides training, assists with grant management and reporting, and provides direct services as needed.

#### Key Responsibilities

##### 1. Program Management

- a. **Partnership Audit and Compliance Lead:** Serve as primary Partnership point of contact for audits, readiness reviews, and corrective action plans.
- b. **Staff Supervision:** Recruit, hire, train, and supervise a team of CalAIM staff and ensure staff roles align with CalAIM scope of practice.
- c. **Subcontractor Oversight:** Oversee subcontractor compliance with CalAIM documentation and billing standards.
- d. **Quality Assurance:** Lead internal quality improvement and utilization management processes for CalAIM. Conduct compliance reviews across all programs to maintain accuracy and integrity.
- e. **Treatment Authorization Requests (TARs):** Submit TARs to ensure timely approval of necessary services and continuity of participant care.
- f. **Billing and Claims:** Perform CalAIM/Partnership billing and/or work with billing subcontractors to ensure timely and accurate submissions.

- g. **Claims Resolution:** Address invoice and claim denials, assist with collections, and follow up with Partnership regarding outstanding claims, eligibility requirements, patient inquiries, and advocacy for extended service provision.
  - h. **Privacy Standards Compliance:** Ensure adherence to CalAIM data privacy and security standards, including HIPAA, 42 CFR Part 2, and all other applicable regulations for confidentiality of participant information and records.
  - i. **Policy & Procedure Development:** Create and maintain procedure manuals, forms and tools for use by staff delivering Enhanced Care Management and Community Supports.
  - j. **Workflow Systems Development:** Design, develop, and implement practical workflow systems that meet complex program requirements and ensure compliance with multiple regulatory frameworks, including CalAIM standards, HIPAA, 42 CFR Part 2, and internal KC policies.
  - k. **Training and Orientation:** Provide new-hire orientation and ongoing in-service training on CalAIM standards and requirements and other best practices applicable to KC CalAIM programs.
  - l. **Information Resource:** Respond to CalAIM-related inquiries from staff, program participants, and the public.
  - m. **Grant Management:** Assist with Tribal, state, and federal grant writing, management, and reporting requirements as needed to support provision of CalAIM programs and services.
2. **Direct Services**
- a. **Intakes and Referrals:** Conduct initial interviews, accept applications, and make referrals to appropriate services and programs.
  - b. **Medi-Cal Enrollment:** Assist program participants by verifying eligibility, completing all steps of the Medi-Cal enrollment process, and resolving enrollment and TAR issues, including addressing and appealing denials when necessary.
  - c. **Case Management/Enhanced Care Management:** Provide ongoing support to participants, including care coordination and follow-up to ensure continuity of services.
  - d. **Community Supports:** Assist participants to access resources available through KC and in the community, including Community Supports as defined by CalAIM, and other housing, wellness and reentry services.
3. **Professional Development:** Travel in-state or out-of-state for training as required.
4. **Professional Standards:** Maintain a professional image, attitude, and attire; collaborate effectively with staff, management, and volunteers; uphold appropriate professional relationships with clients.
5. **Other Duties:** Perform additional related tasks as assigned.

## Qualifications

1. Excellent verbal and written communication skills, interpersonal skills, and ability to handle stressful situations.
2. The ability to maintain professional working relationships with Tribal members and all levels of staff in a culturally diverse environment.
3. Must be dependable and trustworthy.
4. Must be able to solve practical problems and deal with a variety of variables in situations where only limited standardization exists.
5. Demonstrated ability to design, develop, and implement practical workflow systems that meet complex program requirements and comply with multiple regulatory frameworks.
6. Proficient computer skills with a knowledge of Internet-based e-mail, and Microsoft Office, Publisher and Excel software required; ability to learn program-specific software required.
7. Previous experience with medical billing and coding, confidentiality regulations and HIPAA requirements strongly preferred.

8. Excellent organizational skills and attention to detail, ability to multi-task and ability to meet deadlines required.
9. Ability to follow direction as well as to work independently.
10. Ability to read, understand and apply program regulations, internal policies, and verbal instruction to daily work.
11. Ability to analyze and interpret information provided by staff and clients and correctly apply program regulations and internal policies to that information.
12. Ability to effectively handle difficult and sensitive issues and maintain strict confidentiality.
13. Knowledge and experience with trauma-informed care, motivational interviewing and substance use recovery programs preferred.
14. Strong knowledge of community resources and systems of care.
15. Experience dealing with individuals in crisis including strong customer service skills and the ability to defuse tense situations.
16. Must be able to travel for community outreach, training and/or meetings.
17. Familiarity with tribal governance or experience working with Indigenous communities preferred.
18. Knowledge of California's CalAIM (Advancing and Innovating Medi-Cal) initiative preferred.
19. Required Training:
  - a. CalAIM ECM & Community Supports Overview
  - b. HIPAA & 42 CFR Part 2 Compliance
  - c. Trauma Informed Care
  - d. Cultural Humility / Cultural Competency
  - e. Mandated Reporting (youth roles)
20. Preferred Trainings:
  - a. Motivational Interviewing
  - b. Harm Reduction Practices
  - c. Housing First Principles

### **Education & Experience**

1. **Minimum:** An associate or bachelor's degree in a public health, social work, behavioral health or other related fields, along with any combination of education and work experience that demonstrates the skills and abilities necessary to perform the essential duties of the position – including program management, staff supervision, and direct services – is required.
2. **Preferred:** Minimum requirements plus 2 years of relevant professional experience, including experience in CalAIM program management and medical billing and coding, is strongly preferred.
3. Equivalent combinations of education and experience are acceptable.

### **License & Certification**

None required. Medical billing and coding certificate(s) desired.

### **Supervisory Responsibilities**

This is a supervisory position.

### **Work Environment**

1. This position is currently remote with some in-office responsibilities. If KC acquires a physical office, the role may transition to full in-office work with 90 days' notice.
2. Flexibility in scheduling is essential, as evening and weekend hours may be necessary to meet community needs and participate in cultural events.
3. The role involves handling sensitive and confidential information, requiring discretion and adherence to privacy standards.

## Compensation & Benefits

1. Competitive salary based on experience.
2. 32-hour work week.
3. Health, dental, and vision insurance.
4. Paid time off and holidays.
5. Professional development opportunities.

## Conditions of Employment

1. All applicants are subject to KC's Drug and Alcohol Free Work Place Policy including pre-employment screening.
2. Valid state issued driver's license and/or the ability to obtain a California driver's license. Must be insurable on KC's insurance policy.
3. Ability to work with all phases of community in confidential, non-judgmental manner.
4. THIS POSITION REQUIRES A BACKGROUND CHECK.
5. LANGUAGE SKILLS: Must have the ability to read, write and comprehend simple instructions, short correspondence, and memos. With ability to effectively present information in one-on-one and small group situations to program participants, contractors, and other employees of KC and the Yurok Tribe. Knowledge of Yurok language is preferred but not required.
6. REASONING ABILITY: Apply common sense understanding to carry out instructions furnished in written, oral and/or diagram form. With ability to deal with problems involving several concrete variables in standardized situations.
7. PHYSICAL DEMANDS: While performing the duties of this job, the employee is frequently required to walk, stand and use hands to finger, handle, or feel. The employee is required to sit, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, talk and hear. The employee must occasionally lift and/or move up to 20 pounds.
8. VISION REQUIREMENTS:
  - a. Close vision (clear vision at 20 inches or less).
  - b. Color vision (ability to identify and distinguish colors).
  - c. Depth perception (three-dimensional vision, ability to judge distances and spatial relationships).
  - d. Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus).

## Application Instructions

Please submit a KC Application for Employment, available at <https://keechaaneyr.org>, along with supporting documentation, via email to the hiring committee at [kcen@yuroktribe.nsn.us](mailto:kcen@yuroktribe.nsn.us). Applications will be reviewed on a rolling basis.

## Hiring Certification

I, \_\_\_\_\_, (print name), acknowledge receiving a copy of this job description. I also understand that, as an employee, I am expected to perform my assigned duties, to read and abide by all KC policies and procedures—personnel, vehicle usage, procurement, etc. I understand that any violations of all established policies and procedures may lead to disciplinary measures, up to and including termination.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee #

\_\_\_\_\_  
KC Board Chairperson Signature

\_\_\_\_\_  
Date