**Job Title:** HCF Services Manager

**Section:** Healthcare Fund Services

**Reports To:** Social Security Administrator

**Auth’d. Position #:** (Grade 14 to 17: 20,000 to 41,305)

**Prepared By:** Administrator

**Prepared Date:** April 1, 2024

**Approved By:** HCF GC

**Approved Date:** April 25, 2024

**SUMMARY**

The principal duties and responsibility of this position is to manage the Healthcare Fund operations and all its activities.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

* Responsible for managing the Healthcare Fund operations and all its activities; including but not limited to services under the Medical Referral Program;
* Responsible for preparing written materials (e.g. reports, memos, letters) for the purpose of documenting meetings and/or activities, providing written reference, and/or conveying information;
* Responsible for identifying areas of improvements to the Healthcare Fund Rules and Regulations and propose procedures to follow;
* Responsible for updating any of the HCF Section’s forms, policies, internal documents, as required by changes in rules and regulations and/or policies;
* Responsible for coordinating training with SSA and/or MOH staff to ensure the proper implementation of HCF Rules and Regulations, and other policies;
* Responsible in the coordination of HCF outreach meetings, workshops, and/or seminars.
* Responsible for communicating with insurance providers for the purpose of coordinating benefits for approved NHI-covered off-island referrals.
* Coordinate with the Medial Referral Committee to ensure adherence to HCF policies and procedures.
* Responsible for the implementation of organization’s goals and objectives, as directed by the Social Security Administrator.

**SUPERVISORY RESPONSIBILITIES**

Yes.

**QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE**

Must have a Bachelor’s Degree in Business Administration, Accounting, or a related field, with at least five year’s of work experience at a managerial and supervision level. Some exposure to and/or knowledge of health insurance field is a plus. Must be computer literate with knowledge of Excel, Word, and other related office software.

**LANGUAGE SKILLS**

Must be able to negotiate and coordinate activities across different levels of various government agencies, and private health insurance providers. Must have well developed written and oral communication skills. Must read and speak English and Palauan.

**MATHEMATICAL SKILLS**

Must possess the ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

**REASONING ABILITY**

Must be detail oriented and possess the ability to define problems, collect data, establish facts, and draw valid conclusions.

**CERTIFICATES, LICENSES, REGISTRATIONS**

None.