



JOB VACANCY ANNOUNCEMENT

Fresno American Indian Health Project is seeking a qualified and committed team member for the following position:

Credentialing Coordinator

Title: Credentialing Coordinator
Department: Operations
Supervised by: Billing & Credentialing Manager
Salary Range: \$21.00 - \$28.50 Hourly
Travel Required: Yes, As Needed
Type: Full-time; 40 Hours per week; Non-Exempt

The Credentialing Coordinator ensures that medical, behavioral health, licensed, and/or dental staff members maintain current credentials and licenses to work legally in their field or specialty. The Credentialing Coordinator monitors upcoming renewal dates and works with licensed staff to advise them of the required steps to maintain their credentials. They also review information on potential new employees to ensure all required licenses, certifications, and credentials are current before hiring. In addition to credentialing responsibilities, the Credentialing Coordinator provides top-level office support by performing a wide range of duties that support various departments across the organization. They assist the Manager, Director, and other departments as needed, which may include entering data into the computer database system, compiling data reports, and completing other required organizational reports. This position also provides eligibility support, including enrolling clients into Covered California, ensuring accuracy and consistency of information. Additional administrative responsibilities include taking meeting minutes, organizing documents, answering phone calls, and assisting clients as needed. The ideal candidate will have experience working with Native American/Alaska Native communities and a strong understanding of the unique needs of these populations. The ability to multi-task while managing complex schedules, maintaining credentialing compliance, and providing administrative support is essential to this role.

MANDATORY MINIMUM REQUIREMENTS

- Minimum of a High School Diploma
- Some college Preferred associate degree in education, social sciences
- At least 2 years of experience working in an educational setting, providing direct instructional support to students.
- Previous experience working with Native American youth or within a Native American community is preferred.

- Strong communication and interpersonal skills.
- Demonstrated ability to work collaboratively with teachers, staff, and community members.
- Understanding and appreciation of Native American cultures, traditions, and values

ACCEPTING APPLICATIONS AS OF 02/07/2025

OPEN UNTIL FILLED – Interested Applicants Please Email Resume AND Application to darajo@faihp.org