



Non-Exempt
July 1, 2010

JOB ANNOUNCEMENT

Position: Eligibility Worker

Reports to: Clinic Administrator

Salary Range: Starting salary based on experience, qualification, and budget.
(100% time – 40 hours per week)

Position Purpose:

Determines the eligibility of applicants and recipients for public assistance programs through interactive interviewing and fact gathering; maintains current knowledge of program regulations and procedures necessary for multi-program caseload administration; initiates and processes casework through an automated system; identifies needs and makes appropriate referrals for health and/or social services; and performs related work as required.

Principal Responsibilities:

1. Interview clients of diverse socioeconomic backgrounds 1:1 to determine eligibility for federal and state-funded health insurance programs; assess client eligibility and assist client to complete the application form; gather required eligibility documentation; submit applications to appropriate agency.
2. Track client eligibility and follow-up on submitted applications to ensure clients receive healthcare coverage.
3. Keep current on rules and procedures of Medicaid and Medicare eligibility, Basic Health Plan, commercial carriers and other public services.
4. Provide technical assistance and/or training to co-workers regarding health plan or program requirements.
5. Verify client eligibility and enrollment status electronically via Web and other internal resources.
6. Maintain effective working relationships with other community agencies. Attend any related training that is made available.
7. Evaluate and resolve problems related to insurance issues and advocate for the client. Educate clients on how to access community resources.
8. Conduct research on clients who have not received medical coverage (pending) or clients with denied claims because of insurance status with the goal of obtaining medical coverage for them and maximizing reimbursement.
9. Provide leadership to co-workers, monitor quality and work product. Act as coordinator/liason with management, co-workers, patient billing specialist and other agencies.
10. May be called upon to provide administrative support as needed
11. Performs other duties as assigned

Requirements:

1. Twelve months as an Eligibility Worker in the State of California; or,
2. A combination of training, education, and experience that is equivalent to the employment standard listed above and that provides the required knowledge and abilities.
3. Ability to communicate effectively orally and in writing.
4. Bilingual (English/Spanish) a plus.
5. Ability to travel from site to site as needed.
6. Experience in working with clients and staff from diverse socio-economic, ethnic, and cultural background.

To apply, please fax or email resume or list of qualifications including the job code number to:

JWCH Institute, Inc.
1910 W. Sunset Boulevard, Suite 650
Los Angeles, CA 90026
Attn: Human Resources Department
Job Code: 315
Fax Number (213) 413-3443
E-Mail hresources@jwchinstitute.org

Closing date: Open until filled.
JWCH Institute, Inc, is an Equal Opportunity Employer (EOE).