

Interested applicants should submit a cover letter indicating how your past experience relates to this position and resume to jobposting@brhpc.org

MUST reference CIED Intake Specialist position in the subject line.

Required Educational Experience and Training

- Bachelors Degree and one years' experience in area of human services and/or certification in self insurance liability preferred;
- Experience in public and/or private eligibility determination in private insurance, Medicaid and other third party payer;
- Experience serving people living with HIV/AIDS.

Nature of Work

Interview and assist clients with Ryan White Part A Centralized Intake and Eligibility Determination application process to determine potential eligibility in private insurance, Medicaid and other third party payers. Maintains systems with accurate status to ensure timely processing.

Benefits

We offer competitive salary and an unbeatable benefits package! Our benefits include: Generous paid time off policy, Employer subsidized health, hospital confinement, dental insurance, AD&D and life insurance with the option to buy short term and long term disability. Additional benefits include: 401k Plan with generous employer contribution after one year of employment. Direct deposit, quarterly all staff appreciation lunches, and much more!

Examples of Essential Job Functions

Serves as the “point of contact” and entry into the Ryan White Part A-system of care. Assist clients with eligibility process, including identification of required documentation, to complete application into the Broward County system of care,. Assesses, client's eligibility, for federal, state and local assistance programs providing HIV/AIDS services and referrals for persons in Broward County.

Ability to perform a variety of tasks from client liaison to creating and updating files, creating and updating case notes, documenting case progress, following up with clients, assisting with various program tasks and other duties as assigned.

Ability to establish and maintain effective working relationships with the general public, and co-workers of diverse cultural and linguistic backgrounds, regardless of race, color, religion, age, gender, ethnicity, disability, sexual orientation, marital status or political affiliation.

Ability to serve the public and fellow employees with honesty and integrity in full accord with the letter and spirit of Broward Regional Health Planning Council's Ethics, Conflict of Interest, Confidentiality and HIPAA policies.

Knowledge, Abilities and Skills

- Ability to input and maintain client information into MIS system.
- Strong computer skills
- Strong analytical skills
- Excellent verbal and written communication skills
- Knowledge of eligibility criteria and other public benefits
- Knowledge of federal, state and local assistance programs providing HIV/AIDS services for persons in Broward County.
- Ability to evaluate data/information and make decisions in accordance with established policies, procedures, and guidelines.
- Ability to create, maintain, and update client case files.
- Ability to multi-task.

Other Requirements

Bilingual preferred not required

Satisfactory local and level II background screening

Valid State of Florida Drivers License with appropriate insurance coverage

Access to reliable transportation

Position requires flexible scheduling based on client needs. Work week begins on Saturday and ends on Friday.

BRHPC is an equal opportunity employer and participates in E-Verify.

Please forward your resume to jobposting@brhpc.org You must reference CIED Intake Specialist in the subject line.