

Date Posted: 04/24/13

## Job Opportunity Posting

Job Title:	Bilingual Eligibility Worker
Employer/ Agency:	Houston Areas Community Services
Job Description:	<p>Works in Federally Qualified Healthcare Center: Performs admissions and eligibility processes (intake, reassessments, etc.) to ensure appropriate placement of clients within HACS' internal continuum of care including but not limited to medical, behavioral health, and housing-related services. Screens and assesses individual and family client needs, which forms the basis for the client's service or treatment plan.</p> <p>Performs insurance coverage and grant eligibility verifications by making field calls or using other verification tools. Assists HACS' clients in completing applications for mainstream services including making appropriate referrals for such services as well as referral follow up. Updates client demographic information and financial information/documentation at each visit or when the client's situation changes to ensure on-going service eligibility and compliance with all local, state, and federal regulations. Documents all services in the electronic health record and practice management systems. Participates in quality management and quality assurance activities. Other tasks as assigned by the Director of Clinical Services.</p>
Qualifications:	<p>Language: Bilingual (English and Spanish) required. A High School Diploma or Equivalent. Must have patience, courtesy and excellent written and verbal communications skills. Excellent interpersonal skills. Excellent customer service skills. Knowledge of HIV/AIDS, Homeless, and Mental Health/Substance Abuse community resources.</p>
Salary/Hours:	DOE
Employer/Agency:	HACS
Address:	2150 West 18 <sup>th</sup> St., Suite 300
City, State, Zip:	Houston, TX 77008
Contact Person:	Andrea Richards
Contact Title:	Human Resources Manager
Fax Number:	713.979.3651
Application Method:	Apply online at <a href="http://www.hacstxs.org/operations.html">http://www.hacstxs.org/operations.html</a>
Opening Date:	Immediate

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