

Job Title	HRSA Outreach and Enrollment Assistance Worker
Employer/ Agency	Houston Area Community Services, Inc.
Job Description	Works in Federally Qualified Healthcare Center. Provide eligibility and enrollment assistance for the Medicaid, CHIP, and Federal Marketplace health insurance programs to uninsured patients of the health center and community residents. The Outreach and Enrollment Assistance Worker will conduct in-reach, outreach and education activities to existing health center patients and non-health center patients about affordable insurance options and help them enroll. Will be required to complete up to 30 hours of federal training to obtain consumer assistance certification and will be required to recertify on an annual basis.
Qualifications	Degree in Social Work, Public Health, Public Administration, or similar field from an accredited college or university preferred. Must have at least two year's experience in Public Health, Outreach, Social Work or related field. Working knowledge of the Texas Medicaid Program, CHIP, and the public assistance benefit application is preferred.
Salary/Hours	DOE
Employer/Agency	Houston Area Community Services, Inc.
Address	2150 West 18 th Street, Suite 300
City, State, Zip	Houston, TX 77008
Contact Person	Andrea Richards
Contact Title	Human Resources Manager
Telephone Number	No Phone Calls Please
Fax Number	713-979-3651
Email Address	arichards@hacstxs.org
Application Method	Employment Application Forms can be obtained from our website or HACS' Administration Office. Please include the Job Posting Number listed above when submitting your completed Employment Application. Also complete a background check form, education verification forms, professional reference check forms, and employment verification forms, which, are also on our website. Resumes are required but will not be accepted in lieu of HACS' Employment Application Form. You may submit your completed application and other required forms by faxing, scanning and e-mailing, mailing, or delivering your information to: Houston Area Community Services, Inc. Attn: Andrea Richards, Human Resources Manager 2150 West 18th Street, Suite 300 Houston, TX 77008 For more information email arichards@hacstxs.org No phone calls please. Website: www.hacstxs.org Fax: 713-979-3651
Opening Date	Immediately

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