

Job Description: CASEWORKER (INDIGENT HEALTH)

CLASS NO. 2902

EEOC CATEGORY: Office and Clerical

PAY GROUP: 14

FLSA: Nonexempt

SUMMARY OF POSITION

Provides assistance to the Indigent Health Care Coordinator in the day-to-day activities of Indigent Health Care office, including interviewing clients to establish their eligibility for health care services, processing case files, and performing general office secretarial duties.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Indigent Health Care Director
2. Directs: This is a non-supervisory position.
3. Other: Has contact with other county officials, social service provider agencies or organizations, program participants, and the general public.

EXAMPLES OF WORK

Essential Duties*

Assists Indigent Health Care Coordinator in the daily tasks of the Indigent Health Care office;

Interviews clients to assess their needs and establish their eligibility for indigent health care services;

Refers clients to other agencies as required;

Examines documentation to establish county residence, income, and resources of health care applicants;

Processes case files within the guidelines established by grants and other programs available to clients through Indigent Health Care office;

Notifies individuals or families of eligibility or non-eligibility for program service;

Performs general office secretarial duties, including filing, typing, data entry, word processing, computer records retrieval, accounting, etc.

Processes claims for state and federal grant programs.

Processes referrals and authorizations

Process health care claims for Chambers County Indigent Health Care, and Jail.

*for the purpose of compliance with the Americans with Disabilities Act (ADA)
This job description does not take into account potential reasonable accommodations.
Updated and Approved CC 2/9/2016

CLASS NO. 2902 (Continued)

Performs such other related duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: social service agencies and programs; standard office procedures; and interviewing techniques.

Skill/Ability to: make appropriate referrals for social services; demonstrate proficiency in both oral and written communication, including ability to communicate with people from varying socioeconomic and situational backgrounds; operate standard office equipment, including typewriter, calculator, and computer using standard word processing software; and establish and maintain effective working relationships with co-workers, other county, state, and federal social service agency employees or officials, clients and the general public.

ACCEPTABLE TRAINING AND EXPERIENCE

High school diploma, or its equivalent, plus at least two years of related secretarial/clerical experience (bilingual in Spanish and English desirable);

or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

CERTIFICATES AND LICENSES REQUIRED

None.