

GRAYSON COUNTY

JOB POSTING

Equal Opportunity Employer

Persons with disabilities are encouraged to request assistance during the application process. Please call the Human Resources Department at 903-813-4091 to request assistance.

	Date Posted: September 9, 2024 Closing Date: Open Until Filled Positions Open: 1
Position:	Indigent Health Eligibility Specialist
Department:	Health Department
Minimum Salary:	Up to \$33,000/annually (based on qualifications)
Duties:	Must be able to multitask, answer phones, greet/assist clients, file, process mail daily, utilize and/or maintain various software systems for entering and/or retrieving confidential/pertinent information, as well as scan, and copy documents as necessary. The eligibility specialist is responsible for determining if an individual meets the necessary qualifications for the program, as well as assist with the medication assistance program. Will be responsible for working closely with the program manager and other office staff. Chosen individual must have very good interpersonal skills and the ability to build rapport with co-workers and clients. Various other duties as assigned.
Qualifications:	Position requires a high school diploma or GED. Must have excellent communications and organizational skills. Exercise discretion, confidentiality, the use of independent sound judgment and be able to work effectively with a diverse population. Proficient ability with basic office equipment/computer programs. Spanish speaking is a plus.
Requirements:	Must have a valid driver's license and provide proof of current automobile insurance coverage. Must pass a pre-employment drug screen, criminal background check, and driving record check. Previous office/clerical experience is required. Normal office Monday through Friday, 8:00am – 5:00pm.
Benefits:	Employer paid health insurance, vacation, sick leave, retirement plan, and paid holidays. Many options for employee paid volunteer products. Use of personal vehicle is reimbursed at a set rate.