

Position: Outreach and Enrollment Specialist

Position Summary:

This is entry-level professional work involving determination of client eligibility for HMS sliding fee, Medicaid, Medicare, Insurance Exchange, Social Security, and other insurance/safety net programs.

- Determines initial and continuing eligibility of clients for HMS sliding fee, Medicaid, Medicare, Insurance Exchange, Social Security, and other insurance/safety net programs according to federal and state standards.
- Interviews clients, explains application procedures, and assists individuals in completing application forms for programs, requiring extensive public contact both in person and by telephone.
- Assists individuals in utilizing the resources within HMS and throughout the community.
- Gathers, verifies, evaluates, and enters necessary social, financial, and medical information to determine the need and eligibility for public assistance.
- Prepares summaries of findings to be used in making determination of eligibility for public assistance, ensuring compliance with applicable state and federal laws, rules, regulations, policies and procedures.
- Authorizes public assistance based on client circumstances and public assistance program requirements.
- Maintains complete and accurate computerized and/or paper records of client eligibility and prepares reports as required.
- Performs a variety of diverse tasks while continuing to maintain currency and accuracy of program requirements.
- Ensures timely processing of applications to meet client needs and program mandates.
- Explains and interprets specific program policy, procedures, and rules governing public assistance programs to clients and other individuals.
- Refers families, children, adults, or aged receiving assistance to other agencies or community resources, as necessary.
- Conducts outreach in the community to inform members of the community about HMS sliding fee, Medicaid, Medicare, Insurance Exchange, Social Security, and other insurance/safety net programs.
- Coordinates outreach events in target communities.
- Performs other related work as assigned.

Minimum Qualifications:

Four or more years of clerical experience (e.g., General Office Assistant, Office Support Assistant, etc.) in income maintenance or child support activities with the STATE Department of Social Services.

OR

Four or more years of experience in areas requiring extensive customer interaction which includes working with, or management of, business or employee financial records, sales, marketing, management, direct consumer or public contact, and/or customer service functions; and possession of a high school diploma or GED certificate.

To Apply:

Completed HMS Employment Application may be emailed to jobs@hmsnm.org or

Dropped off or mailed:

301 W. College Street, Suite 18, Silver City, NM 88061

or

530 De Moss Street, Lordsburg, NM 88045

For more information call 575-534-0788 or 575-542-2326