

Job Title:		Access Coordinator						
Department/Group:		Physicians Reach Out (PRO)						
Reports To:		Program Director, Physicians Reach Out						
Supervisory Responsibility:	<input type="checkbox"/> Yes	Position Type:	<input checked="" type="checkbox"/> Full Time	<input type="checkbox"/> Part Time	Exemption Status:	<input type="checkbox"/> Exempt	Travel Required:	<input type="checkbox"/> Yes
	<input checked="" type="checkbox"/> No		<input type="checkbox"/> Intern	<input type="checkbox"/> Contractor		<input checked="" type="checkbox"/> Non-exempt		<input checked="" type="checkbox"/> No
Level/Salary Range		\$26,000 - \$30,000		License(s) Required:				
Other:		3 Positions						

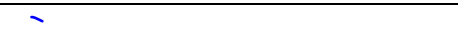
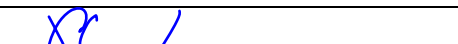
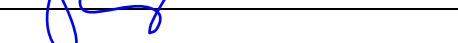
Summary:
 Implements applicable policies and guidelines to connect eligible clients with the appropriate medical providers.

- Responsibilities**
- Participates in orientations, enrollment, and renewal processes for assigned clients.
 - Provides program orientations to groups or individual clients/families
 - Interviews clients regarding details of work, family, and personal situations submitted via application
 - Determines client eligibility by requesting, reviewing, compiling and validating client financial records
 - Creates and maintains client paper files; enters and updates electronic database information
 - Communicates with clients regarding eligibility/non-eligibility into program or renewal status
 - Works with staff members and medical partners to schedule appointments, with interpreters if appropriate
 - Coordinates recommended policy and/or guideline changes with staff members to ensure program efficiency
 - Establishes and maintains positive working relationships with staff members and participating medical partners
 - Plans daily work and executes plan effectively
 - Operates standard office equipment
 - Pursues personal development of skills and knowledge necessary for effective performance
 - Ability to interact with clients in a respectful manner at all times with discretion, respecting client confidentiality

- Qualifications and Education Requirements**
- Prefer Bachelor’s Degree in psychology, social work, communications, or other related field. Non-degreed will be considered with demonstrated experience and knowledge
 - Computer literacy including email, word processing, spreadsheet and operating system software programs
 - Be a self-starter, able to multitask independently, and exercise sound judgment and decision making
 - Possess strong oral and written communication skills
 - Possess excellent organizational skills

- Preferred Skills**
- Bi-lingual
 - Public speaking experience

The statements contained herein reflect the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. Individuals may be required to perform other duties outside of their normal responsibilities, including work in other functional areas, from time to time, as needed. This form is advisory in nature, creates no contractual obligations on the part of the Agency and does not alter the at-will relationship of employment with the Agency. The Agency’s policy is to provide equal opportunity in all terms, conditions, and privileges of employment for all qualified applicants and employees without regard to race, color, creed, religion, national origin, sex, age, marital status, disability or veteran status.

Reviewed By:		Date:	
Approved By:		Date:	3/6/09
Last Updated By:		Date:	