



# Clayton County Health District

[www.claytoncountypublichealth.org](http://www.claytoncountypublichealth.org)

## JOB ANNOUNCEMENT

### Ryan White ADAP/HICP Associate

**Pay Grade: F (SST012)**

**Minimum Hire in Salary: \$30,000.00**

#### **Job Summary:**

Clayton County Health District – Ryan White Program is seeking a highly qualified candidate for the position of AIDS Drug Assistance Program (**ADAP**) and Health Insurance Continuation Program (**HICP**) Associate. ADAP provides life sustaining medications to individual living with HIV/AIDS. The HICP provides assistance with payments of health insurance premiums for low-income individuals living with HIV/AIDS.

#### **Job Duties and Responsibilities:**

- Conduct eligibility for patients following procedures and guidelines specific to each program.
- Enroll eligible applicants into ADAP.
- Manages the ADAP enrollment program process and ensures annual recertifications are completed by the last day of the patient's birth month and that six-month recertifications are completed by the last day of the patient's half birth month.
- Advises and educates patients regarding registration process, financial assistance programs, including facilitating a patient's access to public/private health and disability benefits and programs such as: Health Insurance Plans/Payment Options (CARE/HIPP, COBRA, OBRA, Health Insurance Assistance (HIA), Medicaid, Medicare, Private, ACA/Marketplace), Pharmaceutical Patient Assistance Programs (PAPS), Social Security Programs (SSI, SSDI, SDI), Temporary Aid to Needy Families (TANF), Veteran's Administration Benefits (VA), Women, Infants and Children (WIC).
- Other public/private benefits programs
- Monitor enrollment and recertification status and completing data entry as needed.
- Scan all related documents into CAREWare system.
- Perform administrative duties and complete audits of ADAP records or processes to determine compliance with program and operation guidelines.
- Maintain data required for the completion of the ADAP Date Report.
- Process, review and monitor eligibility and electronic enrollment of eligible HICP applicants.
- Communicate with ADAP/HICP enrollment providers statewide.
- Communicate with insurance companies and verifies insurance coverage and the amount of insurance premiums.
- Upon receipt, submit premium payments to insurance company or COBRA company vendors on behalf of patients.
- Monitor and confirm active and inactive status of ADAP and HICP patients.

- Maintain confidential patients' information in accordance with Clayton County Health District policies and procedures.
- Perform data entry as needed of insurance vendor-related information and other related client data.
- Maintain data required for the completion of the Health Insurance Program CARE Act Data Report.
- Other duties as assigned.

**Entry Qualifications:**

Completion of a Bachelor's degree from an accredited college or university And One year of administrative planning or evaluation experience related to the area of assignment;  
OR Four years of related experience related to the area of assignment.

**Preferred Qualifications:**

Preference will be given to applicants who, in addition to meeting the minimum qualifications, possess the following:

- Strong knowledge of infectious diseases, specifically HIV/AIDS.
- Experience coordinating a programmatic, administrative, or technical operation requiring good knowledge of program operations, policies, and procedures.
- Experience maintaining a database, generating reports, and providing technical assistance to clients, health departments and agencies.
- Experience working with health plans and processing solicitations.
- Advanced working knowledge of computer software, including PeopleSoft and Microsoft Office applications (Excel, Access, PowerPoint, and Word).
- Ability to perform research, data analysis and various internal audits as requested.
- Excellent written and verbal communication skills and effective problem solving, analytical thinking, and organizational skills.

**Employment Information**

Current State employees are subject to State Personnel Board rules regarding salary.

DPH accepts educational credentials recognized by the Council for Higher Education Accreditation (CHEA) and/or the US Department of Education (DOE). Clayton County Health District will contact educational institutions to verify degree, diploma, licensure, etc.

As an employee of Clayton County Health District, in the event of an identified emergency you may be required, as a term and condition of employment, to assist in meeting the emergency responsibilities of the department.

**Benefits for Full Time Eligible Employees**

- 12 Paid Holidays
- Generous Leave Package
- Employees Retirement System
- Health Insurance
- Dental Insurance
- Vision Insurance
- Health Care Spending Account
- Dependent Care Spending Account

- Life Insurance
- AD&D Insurance
- Disability Insurance
- Legal Insurance
- Long-Term Care Insurance
- Specified Illness
- Deferred Compensation (401K & 457 Plans)
- Southern Federal Credit Union

**For more information on the State of Georgia Benefits visit -** <http://team.georgia.gov/>

#### **Additional Perks**

- A supportive and rewarding work environment
- Physical Activity Breaks
- Worksite Wellness Program
- Employee Assistance Program

**To learn more about Clayton County Health District visit -** <https://www.claytoncountypublichealth.org/>

#### **SEND COMPLETED STATE OF GEORGIA APPLICATIONS OR RESUMES TO:**

ATTN: HUMAN RESOURCES  
CLAYTON COUNTY BOARD OF HEALTH      Fax (770) 892-9148  
1117 BATTLECREEK RD.  
JONESBORO, Georgia 30236

#### **\*EQUAL OPPORTUNITY EMPLOYER\***

**Only those selected for an interview will receive notice.**

**Applicants chosen for employment will be subject to the following:**

- \*Criminal Background Check/Fingerprinting\***
- Pre-employment Drug Screening**
- \*Reference Check**