



Job Posting

Title: Patient Benefits Counselor

Base Salary Range: \$43,680 - \$45,760 plus benefits

FTE: Full-time, Non-Exempt

Our Mission: The Mission of South Central Family Health Center is to improve the quality of life for the diverse Community of inner city Los Angeles by providing affordable and comprehensive health care and education in a welcoming and multi-cultural environment.

To lead the way in health care in South Los Angeles, as the premier provider and employer of choice offering comprehensive, high quality, affordable, efficient and culturally responsive services.

Responsibilities: The Patient Benefits Counselor is responsible to provide education and enrollment assistance to patients, in obtaining health benefits, as well as, maximizing retention and utilization of managed care lives.

- Enrolls qualified patients into IPA Health Plans
- Assists patients in obtaining health benefits (i.e. Medi-Cal, Healthy Families, Healthy Kids, AIM, Medicare, Private Insurance, etc.)
- Follow-ups on status of enrollment application
- Assists patients in retaining their benefits
- Adheres to State Health plans rules and regulation for enrollments
- Provides Community Outreach
- Maintains working relationships with clients/patients, employees and IPA Health Plans
- Participates in community events such as health fairs and other community events
- Travel 25% from clinic to clinic

Qualifications:

- High School Diploma or equivalent
- Demonstrate knowledge of safety, infection control & emergency policies and procedures
- Computer experience required
- A minimum 1 year patient enrollment experience
- Bilingual Bi-literate English/Spanish preferred

Licensure and Certifications:

- Certified Assistant Applicant (CAA) certified preferred
- Certified Enrollment Counselor (CEC) preferred

Top benefits or perks: As a team member at South Central Family Health Center, you'll enjoy competitive wages and generous benefits:

- Benefits: Health care, dental, life insurance
- 403 (b) Retirement plan
- Education Reimbursement
- Career development: Entry-level employees have opportunities to work in management, HR or other areas of the company

Contact/application information:

To apply please visit South Central Family Health Center's website at:

<https://recruiting.paylocity.com/recruiting/jobs/All/325da02f-904e-426b-ab73-f734fa9906c9/South-Central-Family-Health-Cent>