

# APLAHealth

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APLA Health provides quality healthcare, life-saving services, camaraderie, compassion, and comfort to all who come through our doors. Our dedicated team of healthcare professionals is committed to providing personalized and compassionate free and low-cost medical services, tailored specifically to meet the unique needs of each individual we serve. APLA Health serves as a medical home providing an array of integrated healthcare services through 71,000+ billable patient visits and nearly 10,000 enabling services visits each year. Services provided include: medical, dental, behavioral health and HIV care; pharmacy; PrEP counseling and management; health education and HIV prevention; and STD screening and treatment. For people living with HIV, APLA Health offers housing support; benefits counseling; home healthcare; and the Vance North Necessities of Life Program food pantries; among several other critical support services.

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***We offer great benefits, competitive pay, and great working environment!***

*We offer:*

- *Medical Insurance*
- *Dental Insurance (no cost for employee)*
- *Vision Insurance (no cost for employee)*
- *Long Term Disability*
- *Group Term Life and AD&D Insurance*
- *Employee Assistance Program*
- *Flexible Spending Accounts*
- *11 Paid Holidays*
- *4 Personal Days*
- *10 Vacation Days*
- *12 Sick Days*
- *Metro reimbursement or free parking*
- *Employer Matched (6%) 403b Retirement Plan*

***This is a great opportunity to make a difference!***

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This position will pay \$27.40 - \$33.73 hourly. Salary is commensurate with experience.

## **POSITION SUMMARY:**

Under the supervision of the Director of Case Management, the Home Health Administrator is responsible for coordinating the administrative, and reporting functions of both the Home Health and Medical Care Coordination (MCC) programs. The Case Management Administrator provides input regarding quality assurance on issues relating to financial administration, data/records management, and administrative office practices.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Receive inquiries regarding participation in the Home Health Program; explain the Home Health Program to prospective clients and/or community members.

Assist clients in obtaining services by facilitating referrals and providing registration materials.

- Maintain oversight and responsibility of the Home Health program's data reporting requirements, including internal APLA Health reports, as well as required reporting to funding sources, and tracking of Scope of Work objectives.
- Ensure that all service and data reports including semi-annual State progress reports, State QM plan and progress reports, Los Angeles County Casewatch data submission, State ARIES data submission, monthly DHSP data and narrative reports, and other documentation as required to funding sources are presented to APLA Health for approval and timely submission.
- Oversee the general administration of the office to ensure that staff has the supplies, resources and documents necessary to carry out the functions of the program in accordance with the State Joint AIDS Case Management protocols.
- Coordinate donations of supplies to the programs including donor recognition.
- Supervise maintenance of the client files. Maintain files on billing, subcontractors, data submission, etc. as appropriate.
- Assist Director of Case Management in all Home Health office administrative duties and general tasks regarding the interaction between Home Health, APLA Health, and other community providers.
- Assist Director of Case Management with program outreach to build and maintain relationships with community and internal referral sources. Receive and evaluate new client request for services establishing that potential clients meet guidelines and criteria for enrollment. Assist referral sources with submitting referral paperwork and begin process of requesting clinical documentation from primary care providers as appropriate.
- Verify the current insurance eligibility of incoming Home Health referrals prior to intake.
- Verify ongoing insurance eligibility of all Home Health clients on a monthly basis.
- Work with the State Office of AIDS to keep clients enrolled on appropriate programs. Work with Medi-Cal Waiver Care staff to coordinate enrollment/disenrollment of Home Health clients.
- Work with Director of Case Management and APLA Finance to track and coordinate direct service billing to ensure that grants are appropriately utilized and budget objectives are met.
- Work with the Director of Case Management and APLA Finance to develop program budgets on a yearly basis in accordance with Finance policies and procedures. Manage program operations to meet financial goals.
- Develop and implement service budget tracking systems to ensure that clinical case management staff assign services to clients in a manner to maintain continuity and maximize resource allocation to client service delivery without overspending budgets.
- Develop and refine database/tracking systems to enable increasingly complicated reporting requirements to be met.
- Work with Quality Assurance, Utilization Review, and Policies/Procedures committees to develop needed forms and systems to meet changing Office of AIDS protocol requirements.

- In conjunction with the Director of Case Management, coordinate contracting process for new subcontract providers. Maintain contact with subcontractors regarding issues of changing requirements and contracting/billing procedures.
- Participate in community meetings and functions as a representative of the Home Health and MCC Programs as assigned by Director of Case Management
- Attend unit, division, and other agency meetings as assigned.

OTHER DUTIES MAY BE ASSIGNED TO MEET BUSINESS NEEDS.

## **REQUIREMENTS:**

### **Training and Experience:**

AA degree required, Bachelor's degree preferred. At least two (2) years of experience working in a medical office, case management setting, or similar environment required. Must be proficient with Microsoft Office. Experience with electronic health records preferred.

### **Knowledge of:**

Broad cultural competency and excellent customer service skills. Knowledge of electronic health records preferred. Modern office systems; administrative work flow procedures; complex office filing systems; correct English usage; community resources; knowledge of HIV/AIDS and related issues and concerns preferred.

### **Ability to:**

Proficiently use MS Word and Excel; effectively communicate with individuals from diverse backgrounds in possible stressful situations; interface effectively and appropriately with clients and staff; format, edit and proofread typewritten material; operate standard office equipment; perform word processing and data entry on a personal computer; learn specific systems quickly and efficiently; maintain complex files; follow complex directions, both written and oral; work well under pressure; be flexible; meet reasonable deadlines; respond with empathy to persons affected with HIV/AIDS; build cohesive working relations within the Client Services Division, as well as other APLA divisions; adapt to a rapidly changing environment in terms of the organizational response to the needs of and resources available for working with people with HIV/AIDS, and to new information regarding AIDS Programs.

## **WORKING CONDITIONS/PHYSICAL REQUIREMENTS:**

This is primarily an office position that requires only occasional bending, reaching, stooping, lifting and moving of office materials weighing 25 pounds or less. Some driving (or other form of transportation) is also required. The position requires daily use of a personal computer and requires entering, viewing, and revising text and graphics on the computer terminal and on paper. The work schedule consists of a 4-day 10 hour workweek, and there is no evening, weekend, holiday, or after-hours on-call work required. The work atmosphere is positive, progressive, open, supportive, and collegial. The program values staff who are responsible, self-starters and committed to working intensively with diverse populations.

**SPECIAL REQUIREMENTS:**

Must possess a valid California driver's license; proof of auto liability insurance; and have the use of a personal vehicle for work related purposes.

Equal Opportunity Employer: APLA Health is an EEO Employer

COVID-19 and Booster or Medical/ Religious Exemption required.

**To Apply:**

Visit our website at [www.aplahealth.org](http://www.aplahealth.org) to apply or click the link below:  
<https://www.paycomonline.net/v4/ats/web.php/portal/A5559163F67395E0A2585D2135F98806/jobs/350897>