

## PROGRAM COORD - HEALTH INSURANCE PROGRAM

The Health Insurance Program (HIP) Coordinator will assist the STD/HIV/Hepatitis Program (SHHP) of the Office of Public Health (OPH) in maintaining and monitoring the statewide Health Insurance Program (HIP) within the Louisiana Health Access Program (LA HAP). The incumbent will oversee the provision of essential services to increase access to comprehensive health insurance coverage and access to appropriate medical and dental care. The Coordinator will be responsible for the implementation and monitoring of all HIP activities and the assurance that the program meets all State and federal regulations. This includes the verification that all relevant Conditions of Award are met during the provision of essential health services to approximately 4500 unduplicated clients, as well as assurance of compliance with all programmatic requirements from the Health Resources and Services Administration (HRSA).

### **Qualifications:**

#### **Required:**

- Bachelor's degree in Health Care Administration, Business Administration, Public Administration, Public Health, Psychology, Sociology or a closely related field.
- Three years of related professional experience in insurance enrollment and administration, benefits screening and registration, public health, social services, case management or clinical services.
- Master's and One (1) year of related professional experience in the above may substitute for the 3 years.

#### **Preferred:**

- Master's degree in Health Care Administration, Business Administration, Public Administration, Public Health, Psychology, Sociology or a closely related field.
- Five (5) years of related professional experience, including a strong knowledge of third party payer sources

#### **Additional Position Info:**

\*Willingness to interface effectively and professionally with diverse levels of personnel.

\*Ability to read and interpret federal and State policy and research material relating to development and coordination of HIV benefits and services.

#### **Applicant Instructions**

Qualified applicants should submit a cover letter, resume, and letter of recommendation in a PDF or MS Word attachment to: <https://lsuhsc.peopleadmin.com/postings/7406>

**Month and Year** of employment are needed on the resume. Please provide to prevent delays in the review and/or need to request additional information.

Closing Date: **Open Until Filled**

LSU Health Sciences Center is an Equal Opportunity Employer for females, minorities, individuals with disabilities and protected veterans.