Health Insurance Program Coordinator Ad Posting

AcadianaCares, in conjunction with the Louisiana Office of Public Health (OPH) STD/HIV/Hepatitis Program, is currently recruiting an individual to serve as the Health Insurance Program Coordinator in the OPH STD/HIV/Hepatitis 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). Under the direction of the Treatment and Access Supervisor, the HIP Coordinator 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 4,000 unduplicated clients, as well as assurance of compliance with all programmatic requirements from the Health Resources and Services Administration (HRSA).

Minimum Qualifications:

Bachelor's in Health Care Administration, Business Administration, Public Administration, Public Health, Psychology, Sociology or a closely related field. Three (3) years of related professional experience in insurance enrollment and administration, benefits screening and registration, public health, social services, case management or clinical services.

Substitution - Master’s and One (1) year of related professional experience in the above may substitute for the 3 years.

Ability to work with diverse staff and clientele required. Prior experience working in an HIV service, HIV prevention, healthcare, mental health, or substance abuse rehabilitation program preferred.

Applicant Instructions:

Send cover letter, resume and three professional references to: SHP.Jobs@la.gov.  Must reference: Health Insurance Program Coordinator in subject line.  EOE/AA Employer