

Client Services Specialist

Acadiana CARES, in conjunction with the STD/HIV Program, is currently **recruiting one individual** to assist the Louisiana Health Access Program (LA HAP) provide essential services for eligible persons living with HIV in the State of Louisiana. This position will be responsible for screening and evaluating client enrollment applications and overseeing the accuracy of client level data entry into the appropriate database(s). The incumbent will follow-up with applicant/patient advocate to ensure their application is completed within the established time frame. Positions located in New Orleans.

Excellent communication and organizational skills required, with the ability to be efficient and accurate. Moderate knowledge of personal computers and various software programs including MS Word, Excel, and Access. **Bachelor's degree required.**

Substitution: Six years of full time work experience within the non-profit field may be substituted for the required baccalaureate degree. Data entry, benefits screening, and/or customer service experience preferred. Writing sample may be requested.

Open Until Filled - Reply in confidence to SHP_Resumes@la.gov or Fax 504-568-7044 attention CSS Supervisor. Must reference the position name in Subject Line.

Acadiana CARES is an EOE/AA Employer