ALLEGANY COUNTY HEALTH DEPARTMENT JOB ANNOUNCEMENT

MEDICAL CARE PROGRAM ASSOCIATE I

2 FULL-TIME CONTRACTUAL VACANCIES

LOCATION: MCHP/FAC Unit – Physical Health

NATURE OF WORK: Apply, interpret, and process program specific information, policies, regulations and guidelines in a variety of activities. Interview applicants; record and update case information; provide information about the program and related community resources. Review and determine client eligibility for programs. Obtain information by contacting appropriate parties; other related duties.

MINIMUM QUALIFICATIONS: Graduation from an accredited high school or possession of a high school equivalency certificate;

-PLUS-

30 credit hours from an accredited college/university;

-OR-

One year of clerical experience applying policies in a medical care, health insurance or federal or State entitlement program;

DETAILS: $14.61 per hour. Full-time dayshift position; no work on weekends or holidays. Subsidized health insurance available.

APPLY ONLINE ONLY AT:

www.dbm.md.gov/jobseekers;

Click on “State Jobs”
Click on “State Jobs” again
At Keyword, type “Medical”
At Location dropdown, select “ Allegany”
At Type dropdown, select “Contractual Active Recruitment”
Click Search and scroll down to “Medical Care Program Associate I” position.

~~APPLICATIONS WILL BE ACCEPTED UNTIL TUESDAY, 9/5/17~~

Disclaimer: Contractual employees serve at the pleasure of the Appointing Authority and are at-will employees.

EQUAL OPPORTUNITY EMPLOYER

PLEASE POST/CIRCULATE           ISSUED: 8/22/17