**Eligibility Specialist - Spanish & English Speaking**

**Fantastic Opportunity to make a difference in your local community! Our community health center assists marginalized individuals in the Spanish speaking community by giving them access to health care, legal assistant, food and more!**

The Spanish speaking Eligibility Specialist provides eligibility and benefits assessment, referral, and follow-up services to Spanish speaking CrescentCare clients. Area of focus is on individuals living with HIV and AIDS eligibility screening and enrollment, coordination of insurance benefits with grant programs, and enrollment into health insurance.

**Skills**

Necessary technical skills to use electronic health record, incident reporting system, email, and other information systems

Excellent communication skills and the ability to schedule work production to meet timelines with attention to detail

Knowledge of and the desire to work with a cross-disability population including, but not limited to, those living with HIV and/or mental health issues

Ability to communicate effectively with diverse individuals and groups

Ability to work under pressure in a fast-paced environment

Ability to handle crisis intervention appropriate for the position

**Position Requirements**

Fluent in written and spoken Spanish

Minimum age of 21

Within 60-days of hire, complete Passport, ACA Certified Application Counselor, and Medicaid Application Center Representative training

Federal criminal background check

40 hours of work per week

**Education Requirements**

High School diploma or equivalent

If hired, documented proof of highest level of education completed must be delivered on first day of employment

**Preferred Qualifications**

1-2 year(s) of experience in a clerical role

Bachelor’s degree

Federally Qualified Health Center (FQHC) experience

HIV/AIDS Knowledge and Patient Experience

Experience working with the LGBTQ community

**Why CrescentCare?**

Our mission is to offer comprehensive health and wellness services to the community, to advocate empowerment, to safeguard the rights and dignity of individuals, and to provide for an enlightened public. We offer a broad range of health and wellness services for anyone and everyone who is seeking healthcare services in Greater New Orleans and Southeastern Louisiana.

CrescentCare is a culturally humble health care facility that welcomes all in the community; however, we want to make a strong statement to the New Orleans community (and communities across America) that Black Lives Matter to us.

<https://crescentcarehealth.org/black-lives-matter>

**What We Do for Our Clients**

Primary Health Care • Pediatrics • Dentistry • Gender Clinic • Behavioral Health • Addiction Recovery

Case Management • Nutrition Programs • Medicaid/Insurance Enrollment • Legal Services

Food and Housing Assistance • Smoking Cessation • Syringe Access Program

Advocacy, Outreach, Education • HIV/Hep. C/STI Testing and Prevention • COVID-19 Screening

**Our Offer to You: An Extensive Benefits Package**

All Employees are W-2 Status

Employer Paid Benefits: Dental, Employee Wellness, Employee Assistance Program, Life Insurance

11 Paid Holidays, in addition to Vacation and Sick Days

Medical Insurance (Two Plan Options)

Vision Insurance

Long-Term Disability

Short-Term Disability

401(k) Plan – 1.5% Employer Contribution; additional Employer match with Employee Contribution

Discount Programs

\*No Relocation Package Available

\*No Work Visa Sponsorship Available

**If interested in being considered for this position, you must apply on the CrescentCare website using the following link:**

<https://crescentcarehealth.org/contact/join-our-team/>

*We are an Equal Opportunity Employer and do not discriminate against employees or applicants on the basis of race, color, national origin, ethnicity, citizenship status, religion, age, gender identification, pregnancy, marital or familial status, gender or sexual orientation, veteran or military status, physical or mental disability, genetic information, or on the basis of any other status protected by law, and in compliance with applicable federal, state and local laws.*