



Human Resources

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Pontiac, MI 48343-0598

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CLIENT ELIGIBILITY COORINATOR

Division: Health, Housing, and Nutrition
Department: Health Integrated Services
Supervisor: Associate Director for Health Integrated Services

Qualifications:

1. Associates degree in health or social service field required.
2. Minimum of one (1) year experience working with low income clients from diverse backgrounds; background working with HIV+ populations preferred.
3. Valid Michigan Driver's License; valid automobile insurance and reliable transportation to be used for work related travel required.

Job Mission: To assure that eligible persons living with HIV receive the nutrition and transportation services needed to achieve optimal health outcomes.

Performance Standards:

1. Perform comprehensive needs assessment and eligibility screening for new clients. Collect proof of status, residency, income, and insurance information. Obtain signed consents and releases.
2. Reassess eligibility and needs every six months and verify that required information are recorded in the client charts.
3. Distribute bus tickets, gas cards, food vouchers, and nutritional supplements to eligible clients.
4. Serve as a liaison between the registered dieticians and the clients to assure that clients are seen for a clinical nutritional assessment every six months.
5. Carry out all other duties as assigned by supervisor.

Hours & Wage:

\$14.86 per hour

29 hours per weeks; 52 weeks per year

Part-Time