

JOHNSON COUNTY PERSONNEL VACANCY

Personnel Office, 2 Main Street (Historic Courthouse), Room 215, Cleburne, TX 76033 Ph 817-556-6350

Persons wishing to apply for employment must complete a Johnson County Employment Application for each posted position for which they wish consideration. If the announcement specifies a specific license or other special requirements, the applicant should attach a photocopy of the license or show possession of the special requirements in their application in order to receive full consideration; Applications must be received in the Personnel Office before the deadline to receive full consideration. Applications are available in the Personnel Office. Persons living outside Johnson county may request an application be mailed to them.

TITLE: IHC Caseworker GRADE: 11 ANNOUNCEMENT # _____

DEPARTMENT: Johnson Co. Indigent Health Care Anno. Opens: 03-27-2013

PAY: \$25,048 – 48,186 per year D.O.E. FULL-TIME Closes: Open Till Filled

DUTIES: Under the direction of IHC supervisor and Commissioner's Court, screens clients for financial eligibility and processes claims in accordance with the guidelines of the IHC program . Schedules appointments and mails out applications and notices for client interviews and evaluations. Retrieves and inputs client information into the IHC computer system. Process case files and maintains accurate records and updates on all client documentation and application packets for the office. Investigates clients on the program for residential disputes and accuracy of application information. Process all jail medical claims for physician services. Answers the phone, greets the public, process daily mail, files, faxes and copies records for client file maintenance. Refers clients to other agencies programs as needed. Attends seminars to keep abreast of updates to the IHC program. Performs other duties as assigned.

QUALIFICATION REQUIREMENTS

EXPERIENCE:

Must possess knowledge of social service agencies and programs, standard office management procedures, general accounting procedures, and interviewing techniques.

EDUCATION:

Four year college degree in Social Work, Sociology, or related field desired.

SPECIAL REQUIREMENTS:

Ability to use modern office procedures and methods; maintain working relationships; demonstrate proficient communication skills; exercise independent and sound judgement; cross-train within the department; and adhere to confidentiality guidelines.

PHYSICAL AND ENVIRONMENTAL REQUIREMENTS:

While performing the duties of this job, the employee is regularly required to stand , walk, sit, use hands to finger, handle or feel objects, talk and hear. The employee frequently is required to reach with hands and arms. The employee is occasionally required to stoop, kneel, or crouch. Specific vision abilities required by this job include close vision, distance vision, and peripheral vision. The employee must on occasion lift and/or move items 25-30lbs. The employee is occasionally required to drive their personal vehicle to various remote sites. Reasonable accommodations may be made to enable individuals with disabilities to perform these functions.

AN EOE EMPLOYER