

JOB DESCRIPTION
MARSHALL COUNTY, ALABAMA

SENIOR RX COORDINATOR

Job Grade: 10

JOB CODE: 167

Department: Council on Aging
Reports To: Director, Council on Aging
Date: August 2015
FLSA: Non-Exempt
DOT Reference: 195.367-022

JOB DESCRIPTION

Assist individuals age 55 and older or disabled qualify for Senior Rx program, which helps senior citizens and disabled individuals receive free or reduced cost medication. Provide information regarding the program to individuals and publicize program by attending health fairs, placing fliers in public places, and placing ads in the newspapers. Assist Marshall County Foundation and in the operation of the Council on Aging office and programs, as needed. Provide assistance to others and fill in as needed in other program areas. Establish and maintain records and prepare reports required by funding sources.

ESSENTIAL JOB FUNCTIONS

A. Oversee the day-to-day operation of the Senior Rx Programs:

1. Assist individuals in applying for assistance with prescriptions.
2. Maintain client files containing income information, letters from Social Security and other relevant information regarding eligibility for the Rx program.
3. Assist medical staff in submitting pharmaceutical applications, as needed.
4. Re-order medications for clients every three (3) months.
5. Call pharmaceutical companies to check on status of applications and for refills.
6. Follow-up with clients to make sure medications are received.
7. Place fliers in drug stores, housing authority, community action offices, etc. regarding the Senior Rx Program.
8. Attend health fairs, set up booth and provide information on Senior Rx and other COA programs
9. Prepare reports for TARCOG, as needed.
10. Enter information regarding prescription drug assistance in the Aging Information Management System (AIMS).

B. Assist Marshall County Foundation, as needed:

1. Serve as Treasurer of Marshall County Foundation.
2. Provide information to TARCOG regarding activities of Foundation.
3. Assist with activities sponsored by the Foundation.
4. Coordinate Sr. Picnic and May Day Walk.
5. Evaluate subordinates on performance.
6. Prepare mileage sheets for homemakers, monthly.

C. Provide assistance and support for all programs of Council on Aging:

1. Compile current events of Senior Centers and send to TARCOG.
2. Answer phones in office and provide assistance or refer to proper person.
3. Prepare other TARCOG reports, as needed.
4. Place ads in papers regarding health fairs and other event of general interest for seniors.
5. Fill in for staff as needed.

ESSENTIAL JOB FUNCTIONS (Continued)

6. Keep appointment book for attorney, who provides advice for seniors.
7. Sign-up people for Farmer's Market, beginning in January.
8. Get supplies for office and two senior centers.
9. Make deposits.
10. Fill out meter reading request, monthly.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of TARCOG and Marshall County budget, contract and reporting requirements.
- Knowledge of Senior Rx programs.
- Knowledge of Medicare and Medicaid Programs.
- Knowledge of manufacturers of various medications.
- Knowledge of federal state and county rules regulations, policies and laws related to older persons.
- Knowledge of modern office practices, procedures, systems and equipment including computers and software.
- Ability to contact and communicate with pharmaceutical companies and physician offices.
- Ability to read and comprehend a variety of materials, including laws and regulations.
- Ability to prepare reports.
- Ability to communicate orally and in writing.
- Ability to maintain records and schedules of refills, in order to assure that program participants receive medication in a timely manner.
- Ability to work independently.

MINIMUM QUALIFICATIONS

- Graduation from a senior high school or GED Certificate plus three (3) years of experience in Medicaid Waiver/ Transportation programs that includes training or experience related to problems of aging individuals, such as elder abuse and physical and mental changes related to growing older, or an equivalent combination of education and experience.
- Must possess a valid State of Alabama driver's license and a driving record suitable for insurability.

This job description indicates in general the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the ADA) expected of an incumbent. It is not designed to cover or contain a comprehensive listing of activities duties or responsibilities required of an incumbent. An incumbent may be asked to perform other duties as required. This job description reflects management's assignment of essential functions and position responsibilities. Nothing in this job description restricts management's rights to assign or reassign duties and responsibilities to this job at any time. Incumbent must be able to perform the essential functions of this position with or without reasonable accommodation.