

# MARSHALL COUNTY, ALABAMA

## Job Description

### SHIP – AL CARES & TRANSPORTATIONS SYSTEMS COORD

**Department:** COA - Medicaid Waiver

**Job Code:** 367

**Pay Grade:** 110

**FLSA Status:** Non-Exempt

**Reports To:** Council on Aging Director

#### JOB SUMMARY

The SHIP – AL Cares & Transportations Systems Coord assists individuals qualify for Senior Rx program, which helps senior citizens and disabled individuals receive free or reduced cost medication. Provides information regarding the program to individuals and publicizes program by attending health fairs, placing fliers in public places, and placing ads in the newspapers. Assists Marshall County Foundation and in the operation of the Council on Aging office and programs, as needed. Provides assistance to others and fill in as needed in other program areas. Establishes and maintains records and prepares reports required by funding sources.

#### ESSENTIAL JOB FUNCTIONS

- Assists individuals in applying for assistance with prescriptions.
- Re-orders medications for clients as needed.
- Promotes Senior Rx and other COA programs.
- Prepares reports for TARCOG, as needed.
- Enters information regarding prescription drug assistance into the Aging Information Management System (AIMS).
- Maintains client files.
- Calls pharmaceutical companies to check on status of applications.
- Follows up with clients to make sure medications are received.
- Investigates and resolves complaints.
- Assists individuals over 65 that have had employer coverage to obtain Medicare Part B.
- Prepares monthly reports on homemakers and quarterly bus reports for the state.
- Delivers frozen meals, when needed.
- Signs clients up for farmers market coupons.
- Answers phones and schedules appointments.
- Edits senior directory.
- Provides seniors contact information for other services in the area.
- Conducts periodic home visits for quality assurance and report findings.
- Assures maintenance on buses is performed in accordance with manufacturer's recommended schedule.
- Requires regular and prompt attendance plus the ability to work well with others and work well as a team.
- Performs other related duties as assigned.

#### QUALIFICATIONS

##### **Education and Experience:**

High School diploma or equivalent and three (3) years of experience working in a medical and/or social work field, or an equivalent combination of education and experience.

##### **Licenses or Certifications:**

- Possession of a valid State of Alabama driver's license and a driving record suitable for insurability.

##### **Special Requirements:**

- None

**Knowledge, Skills and Abilities:**

- 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.
- Knowledge of TARCOG and Marshall County budget, contract and reporting requirements.
- 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 maintain records and schedules of refills, to assure that program participants receive medication in a timely manner.
- Ability to speak and present information to various groups and organizations to educate them about Medicaid and Medicare programs.
- Ability to work independently.

**PHYSICAL DEMANDS**

The work is light work which requires exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects. Additionally, the following additional physical abilities are required: manual dexterity, grasping, handling, mental acuity, hearing at normal speaking levels, talking at a level to exchange ideas, kneeling, lifting, pulling, pushing, reaching, repetitive motion, speaking, standing, stooping, and walking. Visual acuity at a level to view computer terminal, analyze data, and read extensively, to include color, depth perception and field vision. Visual acuity at a level to determine accuracy and thoroughness of work assigned, and at a level to operate motor vehicles with or without correction. Stamina to withstand adverse weather conditions such as heat and cold when conducting home visits or delivering home meals.

**WORKING CONDITIONS**

Work is performed in an indoor and outdoor work environment. Indoor work is performed in a relatively safe, secure, and stable office environment. Outdoor work requires traveling between locations. Work may be performed with exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, temperature extremes, bright/dim light, or rude/hostile citizens.

***Marshall County has the right to revise this job description at any time. This description does not represent in any way a contract of employment.***

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor (or Personnel) Signature

\_\_\_\_\_  
Date

***Marshall County commits to a policy of equal employment opportunity for applicants and employees, complying with local, state and federal laws. The County’s policy is to employ qualified persons without discrimination regarding race, creed, color, religion, age, sex, country of national origin, marital status, disability, sexual orientation, gender identity, genetic information, political affiliation, ethnicity, or status in any other group protected by federal/state/local law.***