

## JOB DESCRIPTION

**POSITION TITLE:** ADAP (AIDS Drug Assistance Program) Manager

**REPORTS TO:** Director of Client Resources

**STATUS:** Non-Exempt

**Employment Location:** Anchorage, Alaska. There is potential for this position to be done remotely for candidates with previous ADAP or ACA experience.

Salary: \$50,000-\$55,000

### **JOB SUMMARY**

The ADAP Manager is a member of the client service team and is responsible implementing the ADAP program and supervising the ADAP Coordinator. The ideal candidate will have strong understanding of insurance programs, eligibility and enrollment, including Medicaid, Medicare part D, and open enrollment through the Affordable Care Act. In collaboration with community partners, the ADAP Manager will provide individualized client-level care coordination services and other assistance to maintain access to medical care and HIV treatment through the ADAP. This includes the provision of benefits counseling and direct assistance with applications for public and private insurance and other financial assistance programs. Responsible for compliance with state and federal law, agency policy and regulation. Responsible for developing and maintaining management of evaluation system for information collected through ADAP program. Maintains annual Certified Application Counselor certification.

### **QUALIFICATIONS**

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

Required: bachelor's degree in human services, social services, rehabilitation or education and 2-years comparable experience, or Master's degree and 1 year of comparable experience. Significant experience will be considered in lieu of educational requirements.

Preferred: Experience working with insurance enrollment. Experience with ADAP, Medicaid and Medicare part D. Experience working with people who live with HIV/AIDS or other chronic health conditions. Experience compiling reports and working with data.

**Communication Skills:** Communicate effectively in oral and written form with clients, family members, agency staff, other service agencies, and the general public. Strong active listening skills.

#### **Equipment:**

- Ability to proficiently operate a personal computer, fax machine, printer, and copier.
- Access to transportation.

#### **Physical Requirements:**

- Frequent communication - verbal and written.
- Frequent sitting and/or standing.
- Repetitive movement of hands and fingers - typing and/or writing.
- Visually or otherwise identify, observe and assess.
- Use math/calculations.

**Certifications and Clearances:** Valid driver's license; proof of auto insurance (if using private vehicle). Four A's serves vulnerable populations – a satisfactory background check will show no convictions for fraud or embezzlement or abuse or neglect of children or other vulnerable populations

**Access to PHI:** Will have access to Protected Health Information as outlined in Four A's HIPAA & Security Policies & Procedures.

**Primary Responsibilities:**

- Implement, plan, direct and supervise staff involved in the technical aspect and activities of the ADAP and all related programs.
- Provide oversight of enrollment into ADAP and other appropriate insurance programs, monitoring utilization (program & drug), determining client eligibility, overseeing application review, providing technical assistance to clients and case managers.
- Communicate effectively both verbally and in writing with others, and maintain favorable public relations with our partner pharmacy, state and public relations.
- Report and maintain accurate and comprehensive client level data for all clients served.
- Ensure timely access to and retention in services and programs to track effectiveness.
- Monitor program effectiveness and efficiency and report status, monthly & quarterly.
- Coordinate services with Insurance Assistance Programs, Medicare Part D and other private and public health insurance plans.
- Provide consultation to clients to navigate health systems insurance program(s).
- Develop a plan for system changes with implementation of the Affordable Care Act and Health Care Reform.
- Complete a cost effectiveness evaluation cost of medication vs. cost of insurance for program participants.
- Assess each client for Affordable Care Act special client enrollment.
- Maintain quarterly communication with all ADAP clients; more frequently if client is not medication adherent.
- Attend weekly case management meetings and other specified meetings/trainings as required.
- Maintain accurate client documentation and other pertinent paperwork/reports.
- Accurately complete job assignments, agency forms, and written documents within assigned deadlines.
- Maintains current annual certification as a Certified Application Counselor.
- Provide services in accordance to the Four A's mission statement.
- Responsible for adhering to all policy and procedures as outlined in the Employee Handbook and other departmental procedure manuals.

Four A's is an Equal Opportunity Employer and makes every effort to ensure that in every phase of its recruitment and selection processes equal employment opportunity is provided to all individuals regardless of race, color, genetics, sex, gender identity or expression, sexual orientation, age, religion, marital status, change in marital status, pregnancy, parenthood, disability, national origin or citizenship, or veteran's status. **People with lived experience of drug use, incarceration, homelessness, and/or sex work; people of color, women, and members of the LGBTQIA+ communities; and people living with HIV/AIDS and/or hepatitis C are strongly encouraged to apply.**

Interested candidates can apply by sending a resume, cover letter, and completed Four A's Employment Application (found at <https://www.alaskan aids.org/uploads/documents/Employment-Application.pdf>.) to [rlutz@alaskan aids.org](mailto:rlutz@alaskan aids.org). Incomplete applications will not be considered. Review of applications will begin on May 15, 2020.