

POSITION TITLE: ADAP Program Specialist

REPORTS TO: ADAP Manager

STATUS: Non-exempt

Salary: \$23.02 per hour

Location: Anchorage, Alaska

SUMMARY

The ADAP Program Specialist will work directly with clients enrolled in the AIDS Drug Assistance Program (ADAP), which assist people living with HIV around the state of Alaska with the cost of their HIV medication. This position will be responsible for working closely with client's experiencing issues with medication adherence to determine what barriers might exist and collaborating with case managers to address those barriers. They will also support the ADAP Manager with administrative functions of the program and insurance enrollment assistance.

PRIMARY JOB DUTIES

- Assist with maintaining digital ADAP client files.
- Complete ADAP data entry into CAREWare.
- Prepare and mail/email notices to ADAP clients.
- Complete insurance premium payments for clients receiving premium assistance.
- Work with clients to complete ADAP recertification paperwork every 6 months.
- Work with client's and case managers to assist clients experiencing medication adherence issues by identifying barriers to adherence and finding tools to overcome those barriers.
- Work with clients to complete the Medicaid application process.
- Assist clients transition to Medicare.
- Maintain annual Certified Application Counselor certification.
- Serve as back-up for the ADAP Manager.

QUALIFICATIONS

Education and Experience:

The successful candidate will possess experience working with vulnerable populations and in the nonprofit sector or may have a bachelor's degree or specific formal education training in, human services, social services, public health, or related fields. Prefer experience working on HIV-related issues or with people who experience HIV/AIDS. Prefer experience working with insurance enrollment, Medicaid, and Medicare.

Knowledge, skills, and abilities:

Must be able to work independently and collaboratively as part of a team. Must be able to work effectively and sensitively with HIV positive persons of various social-cultural and economic backgrounds and levels of sexual identification. Must be able to work with community partners to assist clients with access to the appropriate insurance programs. Will have strong problem-solving skills.

Communication Skills: Must possess excellent written, communication, and organizational skills, be proficient in database entry with an attention to detail, have a positive attitude, possess strong listening skills, and feel comfortable working with diverse populations in a variety of settings.

Equipment:

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

Physical Requirements:

- Frequent sitting and/or standing.
- Repetitive movement of hands and fingers - typing and/or writing.
- Visually or otherwise identify, observe, and assess.

Certifications and Clearances: Valid driver's license; proof of auto insurance. Background check, TB test, and Hepatitis B vaccination.

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

This Job Description does not list all of your job duties. Occasionally your supervisor may request that you perform other reasonable duties. Review of your performance is based on your performance of the duties listed in this Job Description and these other duties. The Four A's reserves the right to revise this Job Description at any time. This Job Description is not a contract for employment. Either you or the Four A's may terminate the employment relationship at any time, for any reason, with or without notice, with or without cause.

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 Ariane Kelsey at applicants@alaskan aids.org