



HEALTH ADVOCATES
 COMMITMENT • EXPERIENCE • COMPASSION

NOW HIRING

TEMPORARY SCREENER

\$10 per hour

Health Advocates is seeking to fill a Full-time, Temporary Screener position (up to 4 months) with paid training.

Job Summary

Screeners help qualify patients/claimants for Medi-Cal benefits within established guidelines via telephone screening.

Qualifications

- Fluently Bilingual Write, Read and Speak in English / Spanish required
- High School diploma or GED equivalent required
- Minimum 2 years of strong customer service experience required (e.g. bank, call center, retail)
- Minimum 2 years prior office experience preferred (e.g. corporate setting, call center, within a hospital, clinic or other healthcare environment)
- Prior experience with intake/screening or client program eligibility extremely helpful Basic office skills and computer literate required
- Type minimum 30 wpm required

****Note:** Applicants are required to take a Basic Office Skills, Typing tests (at least 30 WPM), and other tests such as Microsoft Excel, depending on the position. Applicants being considered for hire will be required to submit to a security background check including driver's license check and/or ID check, if applicable. **

Official Title: Screener

Position Type: Full-time; temporary; non-exempt

Pay rate: \$10/hr with paid training

Schedule: Mon – Thurs 7:30 a.m. – 5:00 p.m. & Fri 7:30 a.m. – 12:30 p.m. (40 hours per week)

Location: Canoga Park WorkSource at 21010 Vanowen Ave., Canoga Park, Ca 91303

Office # 818-596-4448

Date: 07/01/14 at 2PM SHARP

Apply online at www.HealthAdvocates.com



Interested applicants must be registered at a WorkSource Center or complete WIA enrollment form & requirements. Items needed: Valid CA ID/License Social Security Card, or if not a US citizen, Right-to-Work documents (Valid US Passport or Alien Card), * Selective Services (CPC/verify) *Unemployment Insurance Documents (EDD)* Lay-off WARN Notice (if applicable). This WIA Title I program/event is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities and must be received 72 hours prior to the event. Please contact for auxiliary services only: (818) 596-4115, mandelgado@rescare.com and TTY/TDD (818) 596-4155

Posted 06/24/2014

Ends 07/01/2014