

MARSHALL COUNTY, ALABAMA

Job Description

SENIOR RX COORDINATOR, COUNCIL-ON-AGING

Department: COA - Medicaid Waiver

Job Code: 167

Pay Grade: 106

FLSA Status: Non-Exempt

Reports To: Director, Council on Aging

JOB SUMMARY

The Senior RX Coordinator, COA assists 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. 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

- Oversees the day-to-day operation of the Senior Rx Programs.
- Assists individuals in applying for assistance with prescriptions.
- Maintains client files containing income information, letters from Social Security, and other relevant information regarding eligibility for the Rx program.
- Assists medical staff in submitting pharmaceutical applications, as needed.
- Re-orders medications for clients every three (3) months.
- Calls pharmaceutical companies to check on status of applications and for refills.
- Follows up with clients to make sure medications are received.
- Places fliers in drug stores, housing authority, community action offices, etc. regarding the Senior Rx Program.
- Attends health fairs, sets up booth, and provides information on Senior Rx and other COA programs.
- Prepares reports for TARCOG, as needed.
- Enters information regarding prescription drug assistance in the Aging Information Management System (AIMS).
- Assists Marshall County Foundation, as needed.
- Serves as Treasurer of Marshall County Foundation.
- Provides information to TARCOG regarding activities of Foundation.
- Assists with activities sponsored by the Foundation.
- Coordinates Sr. Picnic and May Day Walk.
- Evaluates subordinates on performance.
- Prepares mileage sheets for homemakers, monthly.
- Provides assistance and support for all programs of Council on Aging.
- Compiles current events of Senior Centers and sends to TARCOG.
- Answers phones in office and provides assistance or refers to proper person.
- Prepares other TARCOG reports, as needed.
- Places ads in papers regarding health fairs and other events of general interest for seniors.
- Fills in for staff as needed.
- Keeps appointment book for attorney, who provides advice for seniors.
- Signs people up for Farmer's Market, beginning in January.

- Gets supplies for office and two senior centers.
- Makes deposits.
- Fills out meter reading request, monthly.
- 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 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.

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 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.

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 physical abilities are required: climbing, feeling, manual dexterity to handle paperwork, operate a computer, telephone, copier, and other related office equipment, grasping, handling, lifting, reaching, repetitive motion, speaking, standing, mental acuity, hearing at normal speaking levels, talking at a level to exchange ideas. 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.

WORKING CONDITIONS

Work is performed in a relatively safe, secure, and stable office environment.

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.