

## **MAVERICK COUNTY HOSPITAL DISTRICT VACANCY ANNOUNCEMENT**

**DATE: SEPTEMBER 19, 2023**

**JOB TITLE: OUTREACH, LINKAGE TO CARE & FRONT OFFICE SPECIALIST**

**DEPARTMENT: RYAN WHITE PROGRAM / MFAP**

**STATUS: FULL TIME, NON-EXEMPT**

**REPORTS TO: CEO**

The Ryan White Outreach & Linkage to Care Coordinator at Maverick County Hospital District plays a pivotal role in assisting individuals living with HIV/AIDS through outreach, community testing events, and engagement efforts across our 9-county service region. Furthermore, the coordinator serves as a Front Office Specialist in the Medical Financial Assistance Program (MFAP), taking charge of facilitating patients' access to financial aids and services. This dual role ensures seamless integration of financial aid services within the broader outreach and engagement. Must be detailed oriented, and be familiar with HIPAA and patient privacy. Knowledge of medical terminology, medical procedures and guidelines. Computer literate: must be familiar with all applications in the Microsoft Office. Excellent oral and writing skills are required; English/Spanish proficiency preferred. .

**Applications may be obtained at:**

**3406 Bob Rogers Drive, Suite 250, Eagle Pass, TX.**

**Or visit our website at [www.mchdep.org](http://www.mchdep.org) to download the application.**

**Deadline: When position filled**

**Please contact Jasmin Garza Human Resource Director, for more information at  
(830) 757-4990 Ext. 4960**

*The MCHD is an Equal Employment Opportunity Employer. We comply with all local, state and federal civil rights and equal employment laws and regulations.*

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