



Eligibility Coordinator –340B/ Drug Discount Program

Radiant Health Centers (RHC), seeks an Eligibility Coordinator who screens clients to determine eligibility for the agency's drug discount program.

With a team of caring and committed individuals and hundreds of dedicated volunteers, RHC is working to eliminate the stigma and overcome health disparities impacting the Lesbian, Gay, Bisexual, Transgender, Queer + (LGBTQ+) community by providing healthy and compassionate care options.

RHC is the largest Orange County provider for such healthcare services and is currently expanding its capacity with plans to create a dedicated Federally Qualified Health Center (FQHC) for the LGBTQ+ community.

The Eligibility Coordinator will:

- Conduct initial 340B assessment with clients assigned to self-advocacy along with six-month follow-up assessments.
- Increase client awareness and participation.
- Support Project Manager with the development of educational and informational materials such as flyers and internal communications to be posted in meeting rooms and lobby monitors.
- Cross-reference eligible client list from clinical database with those that the vendors have on file to ensure accuracy and reduce the risk of diversion.
- Maintain accurate list of providers authorized to prescribe medications to RHC's eligible clients and share this information with clinical team and management on a weekly basis.
- Provide monthly and new hire orientation 340B training to clinical or administrative staff.
- Enter detailed notes in clinical database, including client, prescriber/physician, and medication information.

The ideal candidate will have the following qualities and qualifications:

- Must have the ability to work with diverse client, volunteer, and employee populations.
- Must demonstrate a positive and caring attitude, be client focused; value and respect others, demonstrate ethical behavior, teamwork and collaboration.
- Must possess sensitivity to the needs of individuals impacted by the HIV disease.
- Experience creating informational materials.
- Bachelor's Degree in Business Administration or Public Health preferred.
- Bilingual (English and Spanish)

How to Apply

To apply for the Eligibility Coordinator position, please forward a cover letter and resume using one of the following methods:

Email your resume and cover letter to Lisa Osborn losborn@radianthealthcenters.org.

- Mail to Radiant Health Centers, Attn: Lisa Osborn, 17982 Sky Park Circle, Ste J, Irvine, CA 92614
- Fax to (949) 809-5779
- No phone calls, please

RHC is an equal opportunity employer