



Eligibility Screener

For forty years, Radiant Health Centers has been a safe and affirming space for patients and clients. From its humble, grass-roots inception as an organization caring for individuals and families affected by HIV/AIDS to today being the premier Federally Qualified Health Center - Look Alike (FQHC-LA) in Orange County for LGBTQ+ Communities, patients have always been at the heart of what we do. Supported by a team of caring professionals and hundreds of dedicated volunteers, we share a common mission: working to eliminate stigma and overcome health disparities. Together, we deliver compassionate care options that empower individuals to live healthier, more fulfilling lives.

Radiant Health Centers (RHC) seeks a full-time Eligibility Screener. The Eligibility Screener plays an important role in helping to determine what services patients are eligible for.

The Eligibility Screener is responsible for

- Conducting Ryan White eligibility screenings for patients accessing Ryan White services.
- Completing the Eligibility Verification Form related to the eligibility process and obtaining all relevant documentation.
- Maintaining records in accordance to agency policies.
- Maintaining current awareness of basic HIV disease and treatment issues.

We are looking for candidates with the following qualities:

- Must demonstrate excellent oral and written communication skills with patients and their families, service agencies, community partners, co-workers and supervisors.
- Attention to detail and ability to manage the processing of time sensitive documents.
- Extremely organized.
- Demonstrate a positive and caring attitude.
- Be patient focused; value and respect others, demonstrate ethical behavior, teamwork, and collaboration.
- Exercise patience, understanding, and concern for each patient's health, safety and development.
- Proof of immunization.

Education and Experience:

- Two years' social service experience preferred
- High School Diploma or GED
- Bilingual (English and Spanish) - Required

To apply for Eligibility Screener 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

Range \$ 25 - \$26 per hour

RHC is an equal opportunity employer