

Program Assistant II – Benefits Coordination at WACOG in Yuma, AZ

Job Id #4760672 on azjobconnection.gov

Full Time

Pay Rate: \$15.77 - \$19.57 P/Hr.

Job Description:

The WACOG Difference:

Western Arizona Council of Governments (WACOG) recognizes and appreciates the strengths of our workforce. We strive to provide a professional and supportive environment where employees can achieve their career goals. The WACOG workforce is encouraged to focus on their strengths and abilities to reach their full potential.

WACOG is the Area Agency on Aging for Mohave, La Paz and Yuma Counties that focuses on helping older adults, adults with disabilities, and their family caregivers to live with dignity and independence in their homes and communities for as long as possible. As a leader in quality care coordination and caregiver programs in the area, WACOG is a champion of evidence-based and evidence-informed practices that help older adults maximize their quality of life as they age.

Summary Statement:

Under general supervision, maximize eligible benefits and assist with applications for client populations served under the Area Agency on Aging.

Essential Duties and Responsibilities: Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

- Screen prospective clients to assess and identify needs and determine eligibility for available benefits; verify information provided by clients meet specific program requirements and document in client files.
- Meet with clients in office, client homes, and other public and private settings as appropriate for the needs of the client and the success of the program.
- Refer clients to other WACOG programs; educate clients and encourage them to utilize community services available; may act as a liaison between client and organizations and agencies.
- Assist clients in completing applications for services such as Medicare, SNAP, and AHCCCS.
- Provide training, and conduct presentations on Medicare issues within the service area

- Assist with recruiting volunteer counselors from targeted communities to conduct outreach activities as deemed necessary.
- Assist with marketing AAA department services with distribution of literature to agencies and the general public to encourage them to apply for benefits and services for which they are eligible.
- Work with AAA Team to develop various approaches to target services to low income minority groups and socially economically isolated rural elderly.
- Establish and maintain professional partnerships and networks with related programs and community agencies to provide expanded resources and more immediate resolution to issues.
- Develop service activities through community outreach, technical assistance, advocacy and/or information and referral as outlined in the AAA Area Plan.
- Assist with AAA 3 Pillars mission, vision and activities in order to support programs.
- Travel within WACOG service area, including overnight stays as needed; additional travel maybe required.
- Maintain reliable and predictable attendance; work outside of standard business hours as needed.
- Utilize tact and discretion to maintain confidentiality of information and a positive image of WACOG.
- Other duties as assigned or required of the position.

Job Requirements:

- Associates degree and t3wo years relevant experience, or comparable combination of education and experience
- Bachelor’s degree and four years’ experience in social service
- Minimum 21 years of age
- Valid Arizona driver license, MVR Report of Acceptable Driving Record, and proof of vehicle liability insurance Current AZ DPS Fingerprint Clearance Card/ Criminal History AffidaviUCentral Registry Background Check Comfortable working in a fast-paced, high-energy environment
- (Ability to secure and maintain a driver's license valid in the state of Arizona, or an acceptable alternative means of transportation. May be required to drive an agency

vehicle. Employees authorized to operate a private vehicle for WACOG business are required to carry liability insurance minimums. For purposes of vehicle insurance, minimum 21 years of age.)

How to Apply:

Go to <https://www.applitrack.com/wacog/onlineapp/> to apply for this position. Follow the instructions included at the site, including how to submit an application.