



COUNTY OF LEBANON

Job Announcement

Posting Date: October 7, 2024

Position:	Medical Assistance Transportation Program (MATP) Coordinator
Department:	Community Action Partnership 220 E. Lehman St Lebanon, Pa 17046
Available:	Immediately
Bargaining Unit:	None
Hours:	8:00AM- 4:30PM, Monday through Friday
Pay Grade:	10-1 (Non-union pay chart)
Salary Range:	\$1,307.5218 Bi-weekly
Full-Time employee Benefits:	*Paid Health, Vision, Prescription, and Dental insurance *Paid Life insurance *Paid Holidays *Paid-time-off *Pension retirement plan <u>Voluntary benefits available:</u> *Deferred Compensation plan, Whole Life, Short Term Disability, Critical Illness, Accident, Cancer and Pet insurance plans

- **The following documents must be submitted for consideration:**
 - County of Lebanon Application
 - Resume
- **Applications will be accepted through October 21, 2024**

BRIEF DESCRIPTION OF DUTIES AND QUALIFICATIONS:

Candidate will oversee Officers, as well as be able to do all the duties that are required of the MATP Officers, which include answering phone calls from Consumers scheduling transportation for their doctor's appointments and record all the necessary information for each trip, process MATP payments by comparing the invoices with the trip sheets from private drivers, consumer mileage reimbursement, and transportation companies. Candidate will maintain a data base on all the trips taken monthly for upload to the State. Candidate will be able to maintain Shared Ride Program trips and consumer files. Successful candidate will become very knowledgeable of the Medical Assistance Transportation Program guidelines and be responsible for their implementation. They will handle all consumer/driver issues, no shows, sanctions, and appeals. Candidates applying for this position will be required to attend all meetings pertaining to the Medical Assistance Transportation Program. A candidate in this position must be detail oriented and able to enter data accurately into data base. The monthly data bases are time sensitive and a candidate in this position must also be able to meet all required deadlines.

MINIMUM EXPERIENCE AND TRAINING REQUIREMENTS:

Candidates applying for this position must be able to operate a computer terminal, be familiar with excel; and able to type with accuracy and proficiency. Must be organized, flexible, able to multi-task and effectively communicate both orally and in writing; or any combination of experience and training which provides the required knowledge, skills and abilities. Minimum of a High school diploma/equivalent required.

Application and resume submission options:	
1. Scan and email your application and resume directly to Human Resources: Email: Apply@lebanoncountypa.gov	2. Mail: ATTN: LEEANNE SHANK, Human Resources Assistant Room 200 400 S. 8th Street, Lebanon, PA 17042
	3. Fax: (717) 675-2668

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