



COUNTY OF LEBANON

Job Announcement

Posting Date: March 19, 2025

Position:	Medical Assistance Transportation (MATP) Officer
Department:	Community Action Partnership 220 East Lehman Street Lebanon, Pa 17046
Available:	Immediately
Bargaining Unit:	None
Hours:	8:00AM- 4:30PM, Monday through Friday
Pay Grade:	NU 8 (Non-union pay chart)
Salary Range:	\$1,154.0735 Bi-weekly
Full-Time employee Benefits:	*Paid health, Vision, Prescription, and Dental insurance *Paid Life insurance *Paid Holidays *Paid-time-off *Pension retirement plan *Deferred Compensation plan, Employee Assistance Program, and Employee Wellness Program! <i>Optional Employee Paid Benefits:</i> Whole Life, Short Term Disability, Critical Illness, Accident, & Cancer, and Pet Insurance.

➤ **A County of Lebanon Application must be completed for consideration for this position.** Resume is recommended, however, is optional unless otherwise stated below.

➤ **Applications will be accepted through Wednesday, April 2, 2025.**

BRIEF DESCRIPTION OF DUTIES AND QUALIFICATIONS:

Candidate will answer phone calls from Consumers scheduling transportation for their doctor's appointments and record all the necessary information for each trip to be scheduled. This position processes MATP payments by comparing the invoices with the trip sheets from private drivers, consumer mileage reimbursement, and transportation companies. Candidate will maintain a database on all the trips taken by the Consumer monthly for upload to the State. The candidate will also maintain Shared Ride Program trips and consumer files and be responsible for filing all trip sheets. A successful candidate will become very knowledgeable of the Medical Assistance Transportation Program guidelines and be responsible for their implementation. 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 an excel database. The monthly databases are time sensitive and a candidate in this position must also be able to work under pressure and meet 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. A 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: Human Resources Room 200 400 S. 8th Street, Lebanon, PA 17042
	3. Fax: (717) 675-2668

An Equal Employment Opportunity Employer