



Now hiring

Member intake representative

DEPARTMENT: Transit Systems
PAY RANGE: RH1/L1

HOURS PER WEEK: 40/hours – Full Year

POSITION DESCRIPTION

General Scope of Duties:

The **Member Intake Representative** is co-responsible for creating and maintaining MaineCare member electronic files for members requesting medically related transportation in Region 5, following the requirements of the Maine Department of Health and Human Services. Duties will include receiving customers, answering telephones, data entry, checking eligibility, compliance maintenance, record keeping and file maintenance.

General Requirements:

- Must have adequate transportation, a valid driver's license and meet WCAP's insurance requirements.
- **Must meet WCAP's** background clearance requirements.
- Must be familiar with Region 5 area.

Experience and Skill Requirements:

The following experience and skills are considered essential:

- At least one year of office experience required.
- Strong communication skills.
- Strong time management and organizational skills.
- Must be flexible and able to work with multiple staff members.
- Proficient skills in Microsoft Word, Excel and Outlook.

Education Requirements:

The following education requirements are considered essential:

- High School Diploma or equivalent.

*** All requirements and skills are considered to be essential, unless otherwise indicated*

A detailed job description is available on our website: www.waldocap.org. Please submit a completed WCAP employment application also available on our website to: Human Resources, WCAP, PO Box 130, Belfast, ME 04915. This position will remain open until a suitable applicant is found. WCAP is an Equal Opportunity Employer.