



Public Health
Prevent. Promote. Protect.

Macon County Health Department
Decatur, Illinois

Macon County Health Department Job Opening

Medicaid Specialist

Macon County Health Department | Decatur, Illinois

Full-Time | 35 Hours per Week | \$19.29 per Hour

Work Location: In person

Job Description:

The Medicaid Specialist supports Starting Point Care Coordinators in serving adults aged 60 and older in the community. This position assists participants with required Medicaid applications and follow-up, including obtaining documentation and completing home visits when needed.

What You'll Do

- Complete initial Medicaid applications and annual Medicaid redeterminations for Community Care Program (CCP) participants.
- Assist Care Coordinators with Medicaid follow-up, verification requests, and collection of required documentation, including home visits when necessary.
- Serve as a liaison between Starting Point and the Illinois Department of Human Services (DHS) and maintain positive working relationships with DHS staff.
- Review DHS notices, decisions, and verification requests; document information in participant files and complete required follow-up.
- Contact participants regarding Medicaid redeterminations and provide assistance with completion when needed.
- Maintain accurate Medicaid logs and files, including application status, required follow-up, outcomes, and supporting documentation.
- Communicate participant Medicaid status, service needs, and concerns to the appropriate Care Coordinator.
- Complete and submit billing for Medicaid applications in a timely manner.
- Participate in Starting Point staff and Care Coordinator meetings and maintain required SAGE certification.
- Provide professional, confidential, customer-focused service while supporting the mission and programs of the Macon County Health Department.

Qualifications Required

- Associate degree preferred, with two (2) years of experience required.
- Experience completing Medicaid applications and working with adults age 60 and older preferred.
- Excellent communication, telephone, organizational, and customer service skills.
- Knowledge of general office procedures and equipment with basic computer skills; experience with ABE preferred.
- Ability to work effectively under stress and with diverse community groups.

- Compassionate, pleasant, and professional approach when working with the public.
- Dependable vehicle available for use during work hours, a valid Illinois Driver's License, and appropriate auto insurance.
- Ability to meet the physical demands of the position, including bending, squatting, and lifting up to 25 pounds.
- Ability to successfully complete required alcohol/drug screening, criminal background check, and motor vehicle record check.

Why Join the Macon County Health Department?

At the Macon County Health Department, we are committed to improving the health of our community while supporting our employees with an outstanding work-life balance and excellent benefits.

Benefits Include:

- 35-hour work week
- 12–14 paid holidays each year
- Paid vacation and sick leave
- Paid parental leave
- Blue Cross Blue Shield health and dental insurance
- EyeMed vision insurance
- Illinois Municipal Retirement Fund with employer contribution
- Employee Assistance Program
- Employee discounts
- Professional development opportunities

Why This Position Matters

The Medicaid Specialist helps older adults navigate the Medicaid application and redetermination process while supporting Care Coordinators in keeping services moving forward. Accurate follow-up, organized documentation, and compassionate communication in this role help connect participants with the benefits and community-based services they need.

Apply Today:

Submit your completed application and resume to:

Human Resources

Macon County Health Department

1221 E. Condit Street

Decatur, IL 62521

Email: HR@maconchd.org

Applications are available at [Macon County Health Department](https://www.maconchd.org)

The Macon County Health Department is an Equal Opportunity Employer and Drug Free Workplace.