

FAQs Concerning ADH and IPA Guides:

How to I apply for an IPA Guide job?

Visit Arkansas State Jobs to apply at www.ark.org/arstatejobs and search for Arkansas Department of Health starting in early July. The positions will be entitled **Benefits Technicians (C112)** and will be hired in each county and housed at the Local Health Unit. A high school diploma and 3 years of customer service, data entry or insurance experience is required. Each Guide will be required to attend training to become licensed to enroll Arkansans in qualified health plans through an online web portal. The position is “extra help” & flexible hours are available. Bi-lingual is a plus!

What other positions are available?

Administrative Support Supervisors (C113) for every 8-12 IPA Guides will be hired by each ADH region. Visit Arkansas State Jobs to apply at www.ark.org/arstatejobs and search for Arkansas Department of Health starting in early July. A high school diploma plus one year of specialized training in business; plus four years of experience in administrative support, including one year in a supervisory capacity in required. Experience in customer service, data entry or insurance experience required. All supervisors will be required to attend training to become licensed to enroll Arkansans in qualified health plans through an online web portal. T The position is “extra help” & flexible hours are available. Bi-lingual is a plus!

Each region will hire a **Health Program Specialist II (C118)** who will plan, direct and monitor the development of the In-Person Assister Guide Program in the assigned region. The formal education equivalent of a bachelor's degree in public health, public health administration, or related field; plus one year of work-related experience, or a master's degree in public health, public health administration, or related field will be required. This position may involve frequent travel in the regions. Experience preferred in supervision of large staff, innovative thought processes, health promotion/education experience, and presentation, communication, and customer service skills. Visit Arkansas State Jobs to apply at www.ark.org/arstatejobs and search for Arkansas Department of Health starting in early July.

Additional information:

Open enrollment for Arkansas's health benefits exchange will begin on October 1, 2013 with full coverage beginning January 1, 2014. Eligible individuals, regardless of their health status, will have the opportunity to review and select affordable and high quality, private health plans in which to enroll. These health plans will provide preventive services at no cost and will have no limits on annual or lifetime benefits.

For more information on the new insurance program, visit <http://www.arhealthconnector.org/>