

#26-37 Medi-Medi Benefits Coordinator ***CSS / ES, Full Time, Oahu***

The Medi-Medi Benefits Coordinator is responsible for ensuring a single point of entry by screening and processing all Medicare-eligible adults seeking benefits assistance in designated areas. There is a high degree of responsibility in this position. Financial success of the program is contingent on benefit applications submitted. Initiative and good judgment is essential for performing assigned tasks. There is wide latitude for decision making. Due to the nature of the responsibilities, this position requires flexibility and versatility and excellent communication skills. The Medi-Medi Benefits Coordinator must demonstrate an active commitment to Catholic Charities' integration efforts and Catholic Charities Mission as well as strive to incorporate the Core Values in all aspects of daily work.

EDUCATIONAL & WORK REQUIREMENTS: A Bachelor's degree in Social Work or related field with over two (2) years' experience working with seniors and/or underserved populations. Bilingual or multilingual candidates, particularly those with proficiency in Tagalog, Chuukese, Vietnamese, Chinese, or other languages commonly spoken in the Kalihi community, are strongly encouraged to apply.

EMPLOYMENT CLEARANCE REQUIREMENTS: Hawaii State Criminal Check, Driver's License, Access to Vehicle with Current Valid Registration, Safety Check, and No-Fault Insurance, Education Verification.

COMPENSATION: \$53,290.13 - \$60,988.25

DEADLINE TO APPLY: May 15, 2026

Catholic Charities is an Equal Employment Opportunity Employer
For more information about this and other positions, check out our website at
<https://www.catholiccharitieshawaii.org/careers/>