COMMUNITY
HEALTH CHOICE

1. Log in to Citrix Portal

    https://citrixaccess.harrishealth.org/vpn/index.html

2. Click on HCHD HomePage
3. Click on PeopleSoft
4. Select "Employee Self Service" from the "Enterprise Menu"
5. Find "Recruiting Activities" and click on "Careers "
6. Search for positions:

    a. Option # 1
        i.   Navigate to *Employee Self Service > Recruiting Activities > Careers*
        ii. Type in keywords for your search and click "Search".

    b. Option # 2
        i.   Click on "Advance Search"
        ii. Type in keywords and/or select any other criteria you desire which may include one of the following CHC locations:

        - CHC Central Campus
        - CHC Northwest Campus
        - CHC Beaumont Campus
        - CHC Telework

Careers Home   Job Search   My Saved Jobs   My Saved Searches   My Career Tools

Job Search

Advanced Job Search

| Search | Clear | Save Search | Basic Search | Search Tips |

Enter Keywords:

Select Locations:
CHC (Comm Hlth Choice) S. Loop
CHC (Comm Hlth Choice) S. Loop
CHC - Beaumont Campus
CHC - Central Campus
CHC - Northwest Campus
CHC Dental Center

To select multiple values, hold down the Ctrl key (Command key for Macs) while making selections

Select Job Families:
All Job Families
Administration Operations
Administrative Professional
Administrative Support
Agency

Full/Part Time:

Regular/Temporary:

Desired Pay:

Currency:

Job Opening ID:

Recruiter:

Hiring Manager:

Find Jobs Posted Within: Anytime

Display Results Sorted By:

| Search | Clear | Save Search | Basic Search | Search Tips |

7. Review the "Search Results" of job openings and click on the "Posting Title" for the position you are applying (graphic on next page).

Careers Home   Job Search   My Saved Jobs   My Saved Searches   My Career Tools

Job Search

View Advanced Search Criteria

✓ 44 Results Found

Search Results

Deselect All   Save Jobs   Apply Now |◄ First ◄ Previous | Next ► | Last ►|

Search Results

Select	Created	Posting Title	ID Nbr	Job Family	Location
☐	10/03/2019	Compliance Support Specialist	148080	CHC Professional	CHC - Central Campus
☐	10/02/2019	Care Coordinator II	148059	CHC Administrative	CHC - Central Campus

8. Click on Apply Now.

Job Description

Job Title: Compliance Support Specialist
Job ID: 148080
Location: CHC - Central Campus
Full/Part Time: Full-Time
Regular/Temporary: Regular
Hiring Range: Annual Minimum to Midpoint: $46,100.00 – $55,300.00
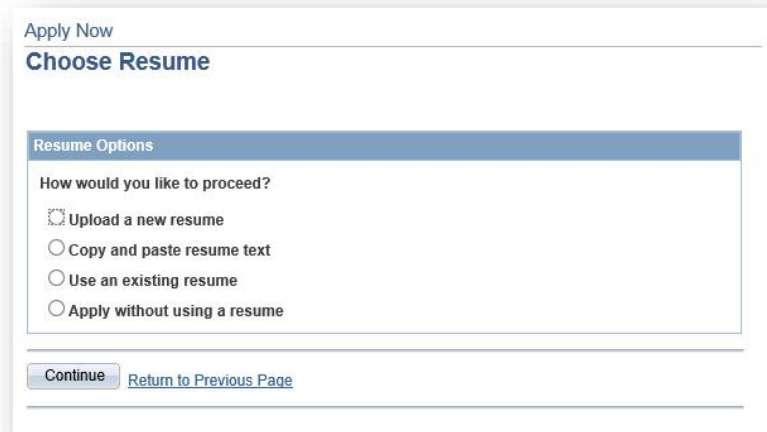
[Email to Friend] [Save Job] [Apply Now] [Refer Friend]   Return to Previous Page
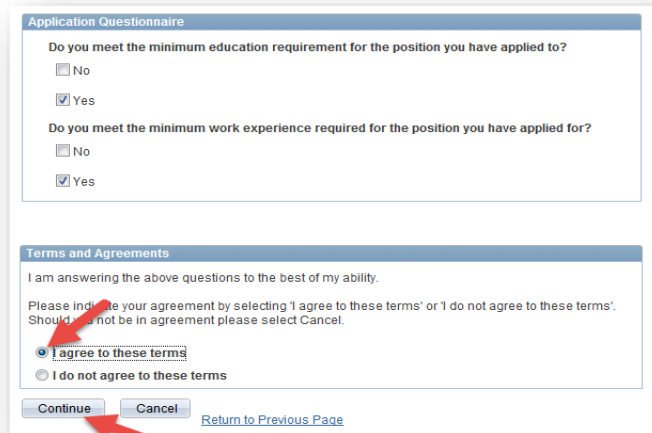
Job Profile

The Compliance Support Specialist will assist with all reporting required by regulatory bodies or vendors that involves Risk Adjustment, HEDIS and Fraud, Waste and Abuse (FWA) along with any internal reports to demonstrate efficacy of the program and internal controls. The primary responsibility of this role is to serve to support the centralized chart collections for HEDIS, RADV, Risk Adjustments and FWA as required by state and federal statute to ensure compliance with such. Additionally, this role oversees and facilitates the SIU recoupment process, development of articles for newsletters and other communications, and other special projects, as assigned. In addition, this role will serve in support of the team with scheduling of meetings and documenting of outcomes. This position supports Risk Adjustment and the Special Investigation team.

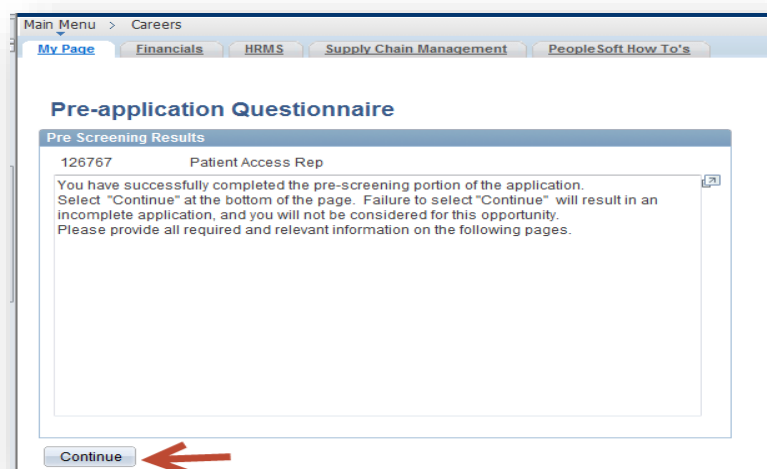9. Select one of the "Resume Options" and click "Continue".

Apply Now
Choose Resume

Resume Options

How would you like to proceed?

☐ Upload a new resume

○ Copy and paste resume text

○ Use an existing resume

○ Apply without using a resume

Continue   Return to Previous Page

10. If the job opening does not have pre-screening questions, proceed to application.
11. You cannot continue with the application process unless you answer "Applicant Questionnaire" and "Terms and Agreement". These are required. Answer each question and click "I agree to these terms" options.
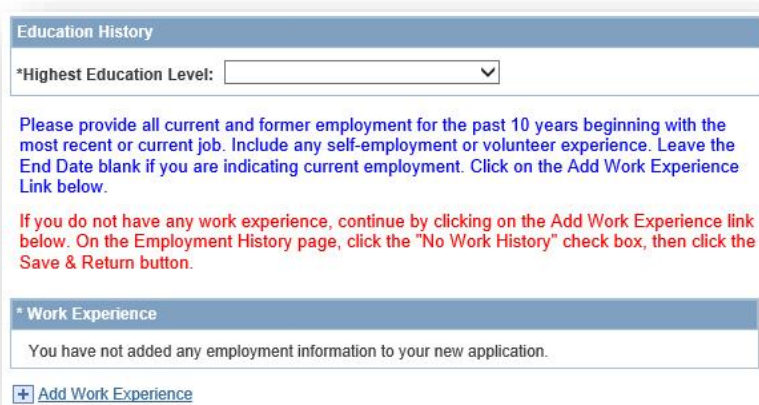
Application Questionnaire

Do you meet the minimum education requirement for the position you have applied to?

☐ No

☑ Yes

Do you meet the minimum work experience required for the position you have applied for?

☐ No

☑ Yes

Terms and Agreements

I am answering the above questions to the best of my ability.

Please indicate your agreement by selecting 'I agree to these terms' or 'I do not agree to these terms'. Should you not be in agreement please select Cancel.

● I agree to these terms

○ I do not agree to these terms

Continue   Cancel   Return to Previous Page

12. Your pre-screening results appear, indicating whether you are eligible to continue with your application. If not eligible, click "OK" to return to Careers Home page or if eligible click "Continue".

13. Select the highest education level achieved from the drop down box.
14. Click the "Add Work Experience" link.

15. Enter Employment Details; start date/end date of employment, employer name, ending job title, ending pay rate, telephone number, description of duties, and address.
16. To save information for one job and immediately begin entering information for another job, click "Save and Add More". A new blank employment history form will appear. Otherwise, click "OK".

Add Employment History

If you do not have any work history, please check the 'No Work History' checkbox, then click the Save & Return button.

☐ No Work History

| Save & Return | Save & Add More | Cancel | Return to Previous Page |

Enter Employment Details

*Start Date: [_____] 📅

End Date: [_____] 📅

*Employer: [_____]

*Ending Job Title: [_____]

Ending Pay Rate: [_____] [Month ▼]

Telephone: [_____]

Description of Duties: [_____]

17. Enter School Education by clicking on the "Add School Education" link.
18. Click on the "Look Up" icon to select from the list or type in the free form field.
19. Enter "Date Acquired". These are the only two required pieces of information. However, you can continue entering all the other fields.
20. Click on the "Look Up" to select "Country" and "State".

Add School Education

Details

*Education Level: [_____] 🔍

*Date Acquired: [10/04/2019] 📅

Country: [_____] 🔍

State: [_____] 🔍

☐ Completed

School Name and City: [_____]

| OK | Cancel | Apply and Add Another |

21. Enter degree information by clicking "Add Degrees" link.
22. Click on the look up icon to select from the list of degrees.
23. Enter date degree was acquired. Complete remaining fields.
24. Click "OK" or "Apply and Add Another" and repeat steps.

Add Degrees

Details

*Degree:	[ ] 🔍
*Date Acquired:	10/04/2019 📅
Major Code:	[ ] 🔍
Country:	[ ] 🔍
State:	[ ] 🔍
School Code:	[ ] 🔍
School Description:	[ ]
Major Description:	[ ]
	☐ Check if degree is completed
School Name and City:	[ ]

OK   Cancel   Apply and Add Another

25. Click the "Add Licenses and Certifications" link.
26. Click on the look up icon to add new licenses.
27. Enter issue date, country, state, licensure number, expiration date, and issued by information.
28. Click "OK" or "Apply and Add Another" and repeat steps.

Add Licenses & Certifications

Details

*License:	[ ] 🔍
*Issue Date:	10/04/2019 📅
Country:	[ ] 🔍
State:	[ ] 🔍
	☐ Renewal in Progress
Expiration Date:	[ ] 📅
License/Certification Number:	[ ]
Issue By:	[ ]

OK   Cancel   Apply and Add Another

29. Click the "Add Language Skills" link.
30. Click on the look up icon to add a language.
31. Click the drop down option to rate Reading, Speaking, and Writing Proficiency.
32. Click the check box if you are able to translate.
33. Click on "OK" or "Apply and Add Another" and repeat steps.
34. Click "Next" to proceed with the online application.

35. Answer all multiple choice and open ended application questions.
36. Answer "Criminal History" question.
37. Click "Next".

38. Enter general information about your preferences. This includes your desired start date, preferred work schedule, minimum salary requirement, etc. There are no required fields on this page.
39. Click "Next".

Use this section to tell us what you are looking for in terms of location, working time and type of job.

Preferences	
Desired Start Date:	
Are you willing to relocate?	No
Are you willing to travel?	No
Travel Percentage:	None
Regular/Temporary:	Either

Desired Work Days

☑ Monday   ☑ Tuesday   ☑ Wednesday
☑ Thursday ☑ Friday   ☐ Saturday   ☐ Sunday

Full/Part-Time:	Either
Desired Shift:	Any
Minimum Pay:	Pay Frequency: Bi-weekly
Currency Code:	
Desired Hours Per Week:	

Geographic Preference

First Choice: Baytown Health Center   Second Choice: E. A. Squatty Lyons Health Cen
Comments:

40. Click on "Add Reference" link.
41. Reference page will appear. Complete type, name, title, employer, telephone, and address fields.
42. Click "Save & Return " or "Save & Add More" and repeat steps.

Add New Application
Add Reference

Save & Return   Save & Add More   Cancel   Return to Previous Page

Enter Reference Details

*Reference Type:	Professional
*Reference Name:	
*Title:	
Employer:	
Telephone:	

43. Complete relatives name, location, relationship and departments.
44. Click the plus sign to add more relatives.
45. Answer remaining questions.

INTERNAL APPLICANT – REVIEW APPLICATION STATUS

- Navigation to *Self Service> Recruiting Activities> Careers>*
- Click Accepted / Unaccepted Application link in the My Career Tools section.   If no positions display, click Refresh button.
- Review applications statuses:
  - o Applied: The application was submitted.
  - o Not Applied: The applicant saved the application without submitting it, or the application was submitted when an employee referred the applicant.
  - o Not Submitted – The applicant did not meet the prescreening criteria and not eligible to continue application.

Note. The application status does not reflect any recruiting activity after the applicant submitted the application. Even if the applicant is rejected (either through online screening or any other way), or if the job opening is filled, the status for a submitted application remains Applied.