



June 29, 2016

Job Opening: Mobile Enrollment Assistor, Coastal Campaign for Healthy Kids

Employer: Chatham County Safety Net Planning Council, 400 Mall Boulevard, Suite G, Savannah, GA 31406

Job Description: Coastal Campaign for Healthy Kids, a two-year, federally-grant funded initiative, is looking to hire a full-time mobile enrollment assistor to enroll and maintain in health coverage eligible children ages 0-19 years old into Georgia public health insurance programs (GaPHIPs) Medicaid and PeachCare for Kids. The Coastal Campaign covers Bryan, Chatham, Effingham, Liberty, Long and McIntosh Counties.

Compensation commensurate with a combination of education and experience.

Job Duties:

- Provide in-person health insurance enrollment services to eligible families of uninsured children ages 0-19 years into Georgia's Public Health Insurance Programs (GaPHIPs), Medicaid and PeachCare for Kids.
- Provide enrollment assistance services to families renewing children into GaPHIPs.
- Travel to off-site locations to offer personalized enrollment and build strong working relationships with site staff and management.
- Participate in outreach with local organizations which can include enrollment events, health fairs, educational fairs, and sporting events etc. and working with local entities to identify uninsured children and provide application assistance.
- Be able to work in a high-paced and performance-based environment.
- Be responsible for meeting the Coastal Campaign's programmatic goals and individual targets as it relates to application completion and enrollment.
- Participate in Coastal Campaign trainings and meetings.
- Maintain strong expertise in Georgia public health insurance programs' eligibility, application and enrollment requirements.
- Ensure that follow-up with both clients and partnering sites occurs regarding referrals and outcomes.
- Ensure the proper documentation of all client data including client waiver, client contact, referrals, and outcomes is entered into the Coastal Campaign's database in an accurate and timely manner.
- Assist in program research, development and assessment and participating in ongoing trainings, and contributing to peer learning systems.

Minimum Qualifications:

- Bachelor's Degree in Social Work, Public Health, or related field; or Associate's Degree with several years of equivalent experience.



- Minimum of 2 years of experience with customer service, community outreach and/or community-based services.
- Skilled in using a computer (data entry), scanner and printer.
- Must have valid driver's license
- Must be able to lift 25lbs.
- Must have a reliable personal vehicle.

Work hours: 40 hours/week, 8:00AM-5:00PM Monday- Friday. Schedule will vary and include weekday evening and Saturday hours.

Work location: Discrete territories will be defined at hire but may include these counties: Bryan, Chatham, Effingham, Liberty, Long, and McIntosh.

Employment is conditional upon successful completion of a background check, including supervised drug screen, and verification of education, certifications, and experience.

Additional Information:

- Prior experience in public outreach on health related topics preferred.
- Strong working knowledge of eligibility and enrollment processes in insurance and Medicaid plans preferred.
- Bi-lingual Spanish/English language, preferred but not required.
- Professional demeanor, with a proven ability to work independently.
- Experience working with large and/or diverse client populations strongly preferred.
- Experience with and commitment to working with low-income families and individuals.
- Strong organizational and time management skills with exceptional attention to detail.
- Familiar and comfortable working with community based leaders and organizations.
- Ability to adjust work schedule and hours.
- Flexibility to work from different locations daily.
- Excellent interpersonal, verbal, and written communication skills.

Benefits: Paid Vacation and Sick Leave, Health Benefits.

Please email resume and cover letter to Eva Elmer at evaelmer@chlink.org by 5:00PM, Monday, July 25, 2016.