



Consumer Health Coalition

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PT Bilingual Outreach and Enrollment Specialist Job Description:

- Complete intake process with consumers and answer calls to the “CHC Helpline”. This includes completing applications and explaining enrollment procedures in a culturally-sensitive way, follow-up on a scheduled basis for completion of applications and renewal of coverage. Specialist will also direct clients to the appropriate organizations for assistances and field calls to staff members to engage the consumer in advocacy efforts
- Maintain accurate database of consumer information. Generate reports and feedback about the helpline statistics
- Insure that all terms, conditions, and reporting requirements of Outreach and Enrollment grants are successfully implemented in a timely manner
- Establish partnerships with Latino community organizations. Train partner organizations on the public health programs that are available for low-income consumers and encourage new organizations to take the 100% Pledge
- Continually update and provide 100% Pledge agencies with the materials that they need to provide for successful outreach to the uninsured to those who speak Spanish
- Attend Latino community outreach events including Salud Para Niños one Saturday per month to help consumers to complete applications. Coordinate outreach initiatives with full-time helpline staff member
- Create innovative outreach initiatives to help to enroll children in CHIP/ Medical Assistance
- Document all barriers that occur within the program systems
- Maintain ongoing knowledge of the vast amount of rules and regulations of the public health programs. Also includes knowledge of federally qualified health centers and patient assistance programs
- Help to create training materials in Spanish for community partners; flyers, brochures, and reports

Knowledge and Skills: Bachelors degree. Knowledge of C.H.I.P. or M.A. preferred. Experience in community outreach including preparing and presenting materials. Fluent in written and spoken in Spanish, ability to multi-task; willingness to travel to outreach and enrollment events in Allegheny, Butler, Armstrong, and Indiana counties, must have insured vehicle and PA Drivers License. Must be willing to work unconventional hours including evenings, weekends, and holidays. **Compensation:** Part time, flexible schedule, \$10 hourly, partially paid benefits, mileage reimbursement.

Please forward resumes to Leslie Bachurski at lbachurski@consumerhealthcoalition.org