



Job Description:

Outreach and Enrollment (OE) Coordinator

Outreach and Enrollment Coordinator: Key Roles & Responsibilities

Position Overview

The Outreach and Enrollment (OE) Coordinator will provide much needed support for The Health Partnership's regional partners subcontracted for work related to health insurance enrollment assistance as well as the supplemental nutrition assistance program. The successful candidate will exhibit the following:

- *Culture Champion* – Commitment to the Partnership's mission and working with diverse partners.
- *Results Producer* – A results-focused orientation with a proven track record of exceeding goals.
- *Agility* – Ability to think strategically, foresee opportunities and challenges and adapt as needed.
- *Strong Communicator* – Excellent written and oral communication skills.
- *Organization* – Exceptional capacity to manage details, monitor progress and adjust accordingly.
- *Action Oriented* – Enjoys working hard, tackling challenges and is not afraid to take ownership of a situation.

Supervision Received:

The Regional OE Coordinator is based out of and supervised by the Director of Population Health of the Health Partnership Serving NWCO.

Supervision Exercised:

NO

Essential Duties:

- Provide grant oversight and facilitate county level partners working together to strengthen outreach and enrollment support for health insurance on the CO state exchange (C4H) and the supplemental nutrition assistance program (SNAP) such that all residents have access to programs and services to thrive at all ages.
- Serve as primary point of regional contact, serve on committees, facilitate meetings for the OE programs and liaison with the funding agencies such as Connect 4 Health and Hunger Free CO.
- In Partnership with Managing Supervisor: Develop and implement strategies and approaches to facilitate open communication to keep project partners apprised of and engaged with progress, opportunities and resources.
- Monitor impact of the OE programs and provide reports as dictated by Supervisor and grant deliverables. Incorporate storytelling alongside other data to fully showcase the OE program.
- Ensure Partnership's marketing, branding and messaging is integrated into all OE materials and resources.
- Provide community-based Health Coverage Guide (HCG) assistance during open enrollment periods for health insurance and SNAP enrollment assistance throughout the year by using online tools and a Peak Pro license.

Team Player

- Engage in cross-organization efforts, connecting project work to the broader Partnership efforts and strategic plan.
- Share unique skills and expertise with NCCHP team.

Qualifications

- Bachelor's Degree, minimum

**Skills:**

- Ability to communicate effectively with diverse audiences including community members, professional partners, funders and government agencies
- Experience facilitating collaborative projects preferred
- High levels of organizational skills with a focus on detail and follow through
- Skills in identifying and using communication tools enhance collaborative work
- Passion for social justice and treating all with equal respect and dignity
- Competent with Microsoft Office Suite
- Independent travel throughout the region, including during inclement weather.

Requirements:

- Must provide proof of a valid driver's license and adequate insurance coverage totaling at least \$300,000 per occurrence.

Working Conditions:

- Up to 60% time traveling and working remotely.
- Work location for administrative activity is in an accessible office environment.
- Daily activity is 70-80% sitting, 20-30% walking/standing with occasional stooping, bending, reaching, twisting, and typing.
- Office equipment would include telephone, computer, printer, copier on a daily basis.
- Position meets the criteria for Category 3 of OSHA's guidelines for exposure to biohazards.

Compensation:

Starting at .9 FTE and dependent on grant funding

Pay rate: \$19 - 23/hour