

## **JOB ANNOUNCEMENT**

### **Utah Health Policy Project seeks Consumer Health Assistance *Enrollment Specialist for Consumer Health Assistance Program (Take Care Utah) (25-30 hours with possibility of going full-time)***

Utah Health Policy Project, Utah's leading nonpartisan health policy research and advocacy organization, is seeking an energetic self starter with an entrepreneurial spirit to work with the Director of the agency's new consumer health and enrollment assistance program ("Take Care Utah"), a collaboration with United Way of Salt Lake, 2-1-1, and community partners around selected Title 1 schools. This position will work directly with families and communities to facilitate enrollment.

#### **POSITION SUMMARY**

The Take Care Utah Enrollment Assistance will orchestrate enrollment, navigation, and consumer health assistance activities in conjunction with other UHPP projects and United Way partners. This position reports to the Take Care Utah Director and the UHPP Executive Director.

#### **RESPONSIBILITIES:**

- The Enrollment Specialist will be responsible for the enhancement of the Enrollment and Outreach Position in Take Care Utah.
- The focus of the Enrollment Specialist is to conduct targeted assistance to children and community members in the neighborhoods and schools involved in the United Way Collective Impact Project.
- Responsible for helping them navigate and enroll into public programs, such as CHIP/Medicaid and the Utah Premium Partnership (UPP) along with exploring opportunities for private health insurance depending on eligibility.
- Assist community members in collecting all necessary documentation, completing necessary applications, provide information on plan selection, explain renewal process, explain the navigation of MyCase, and any additional information needed. Responsible for ensuring HIPPA and additional privacy requirements are met while keeping data on those assisted.
- Responsible for helping community members navigate their health care options including finding medical homes and accessing scheduled preventive care.
- Responsibilities will include assisting in developing and implementing program plans and grant expectations, enrollment assistance, case management, data collecting and tracking, and patient education.
- Assist in managing Take Care Utah Helpline by answering calls and working with consumers to provide answers to healthcare questions.
- Provide technical assistance to individuals and organizations working on a statewide level on enrollment and eligibility issues.
- Identify systemic problems in the state and federal health access programs and refer cases or problems to the policy and organizing staff as necessary.
- Advocate to DOH and legislature with/for community members on policy changes needed to simplify/streamline application process and accessing of benefits.
- In conjunction with Take Care Utah Director and the Executive Director, create opportunities for client population to participate in advocacy on their own behalf.
- Provide health reform presentations and attend community fairs and events on behalf of UHPP, as needed.

- Represent UHPP and Take Care Utah at various coalition and network meetings throughout the state.
- Work with staff to create robust volunteer/intern program for Take Care Utah.
- Other duties, as assigned or agreed upon.

**CORE COMPETENCIES:**

- BA or BS in a related field;
- **Ability to write and converse proficiently in Spanish (required);**
- Strong familiarity with public health insurance programs, policy, health reform, and the health care environment in Utah;
- Ability to develop a strong working relationship with community partners;
- Ability to motivate and energize allies;
- Strong interpersonal skills and ability to work with diverse populations in respectful and caring manner;
- Ability to work with a diverse network of community based organizations, schools, state agencies and additional organizations in collaborative manner;
- Strong public speaking and interpersonal communication skills, ability to convey complex information in a clear, understandable manner;
- Experience in analyzing data, preparing reports and presenting findings;
- Experience in problem solving and conflict resolution;
- Strong writing skills;
- Ability to work effectively in a team environment;
- Willingness to take initiative and think outside the box.

**Closing Date:** Open until filled

**Web site:** [www.healthpolicyproject.org](http://www.healthpolicyproject.org)

**Location of Position:** Salt Lake City

**Salary Range:** \$20,000-\$27,000 (depending on experience and hours worked)

**Benefits:** SIMPLE IRA, paid holidays & vacation. Health care and dental benefits are provided to individuals working a minimum of 32 hours/week.

**BACKGROUND ON THE UHPP**

The mission of the Utah Health Policy Project is to create quality, affordable, comprehensive, financially sustainable health care coverage for all people in Utah through research, policy advocacy, and civic engagement activities. Further info at [www.healthpolicyproject.org](http://www.healthpolicyproject.org) **The Utah Health Policy Project is an equal opportunity employer. Persons of color, people with disabilities, and military veterans are encouraged to apply.**

**Send resume with cover letter, brief writing sample, 3 references, and a statement of your level of Spanish proficiency to:**

1. Via email: [tara@healthpolicyproject.org](mailto:tara@healthpolicyproject.org) or
2. Via Fax: 801-433-2298 or
3. Via regular mail:

Take Care Utah Selection Committee Utah Health Policy Project 508 E. South Temple, Suite 45  
Salt Lake City, UT 84102