



COMMUNITYHEALTH CONNECT

Medicaid Outreach & Enrollment Specialist

About us: At Community Health Connect we help the low-income residents of Utah County receive specialty medical, dental and mental health care. This occurs through four different programs: our Volunteer Provider Network, Medicaid Enrollment, Dental Program, and Mental Health Program.

Job Description: The Medicaid Outreach & Enrollment Specialist is a case manager for patients with Medicaid applications, as well as an outreach coordinator who connects with community partners to find members of the community who are in need of services. They will also manage interns as part of the Title I Fluoride Program, which is conducted each Fall and Spring Semester.

Potential tasks will include:

- Running the Title I Fluoride Program
 - Establishing health guidelines for interactions with schools
 - Hiring 2 - 3 interns each semester
 - Coordinating with schools, and conducting events
 - Contacting parents about cavities and insurance resources
 - Monitoring the input of data from events
- Conducting outreach with partner organizations
 - Attending coalition meetings regularly
 - Connecting with organizations to attend events/find families in need
 - Connecting clients with resources as needed
- Managing Medicaid cases
 - Assisting with the initial application
 - Keeping track of verification requests from Medicaid
 - Assisting in obtaining or explaining needed documents for Medicaid approval
 - Helping approved Medicaid patients to find a doctor in their area

Requirements:

- Proficiency with Excel, Word, PPT etc.
- Spanish or Portuguese speaker strongly preferred
- Bachelor's Degree in Public Health or related field

Benefits

- Full time, salary position (\$38,000 - \$44,000 DOE)
- 401K, medical and dental insurance, PTO and holiday pay

How to Apply: Interested candidates should submit a resume and cover letter to Rachel Mortenson, at rachel@utahchc.org. **Resumes without a cover letter will not be considered.**