



WASATCH HOMELESS HEALTH CARE, INC. POSITION DESCRIPTION

Position Title:	Outreach and Enrollment Coordinator	Date: June 2017
Department:	Clinic	FSLA Status: Non-Exempt
Supervisor:	Chief Operations Officer	Salary Range: \$30,000 – \$40,000 annually
Status:	Full time (40 hours per week)	Amount of Travel: Minimal, local only

OVERVIEW:

Wasatch Homeless Health Care, Inc. (WHHC) dba Fourth Street Clinic, Salt Lake City's leading nonprofit health care provider for homeless Utahns that operates with a core staff of 50 and a volunteer network of more than 150. Annually, the health center provides services to over 5,000 homeless men, women and children with 34,000 medical, behavioral health (including substance abuse), dental services, case management and health education classes. Fourth Street Clinic has an onsite pharmacy that provided over 60,000 prescriptions.

Core Responsibilities

- Develop and implement an outreach and enrollment strategy that includes community partners
- Develop and maintain policies and procedures to monitor and report on outreach and enrollment activities
- Develop and maintain policies and procedures on eligibility criteria for the clinic
- Provide application assistance to patients and other homeless individuals within the community
- Work collaboratively with the Department of Workforce Services on enrollment into public assistance programs
- Implement program plans and grant expectations as indicated in relevant work plans
- Collect and track required information on outreach and enrollment activities
- Conduct one-on-one and family education on topics such as public program eligibility, benefits and importance of health care coverage
- Provide referrals to clinic services and community resources to improve patients' quality of life
- Provide basic clinic information in a fair, accurate, impartial and culturally sensitive manner

QUALIFICATIONS:

- Knowledge and experience with entitlement programs; such as Medicaid, Medicare, and Social Security benefits
- Able to work autonomously and with a team
- Willing to become a Certified Application Counselor
- Able to work as part of a multidisciplinary team to ensure accurate, timely, and positive clinic flow
- Strong organizational skills; with an emphasis on accurate prioritization of agency needs
- Able to provide data and written descriptions of services for grant applications or audit purposes
- Experience in evaluating work flow and problem solving
- Excellent written and verbal communications skills
- Able to work flexible schedule to meet demands of agency
- Bachelor Degree preferred OR work history in area of eligibility services
- Spanish Speaking preferred, not required