



Outreach and Enrollment Specialist

Neighborhood Health Centers of the Lehigh Valley (NHCLV) is looking for a part-time with the potential of becoming full-time Outreach and Enrollment Specialist to provide eligibility and enrollment assistance for the Medicaid, Children's Health Insurance Program (CHIP), and Federal Marketplace health insurance programs to uninsured patients of the Easton health center and community residents. The Outreach and Enrollment Assistance Worker will conduct in-reach; outreach and education activities to existing health center patients and non-health center patients about affordable insurance options and help them enroll. Will be required to complete up to 30 hours of federal training to obtain consumer assistance certification and will be required to recertify on an annual basis.

QUALIFICATIONS

- Must have at least two year's experience in Public Health, Outreach, Social Work or related field.
- Working knowledge of the Pennsylvania Medical Assistant Program, CHIP, and the COMPASS benefit application is preferred.
- Degree in Social Work, Public Health, Public Administration, or similar field from an accredited college or university preferred.
- Strong oral and written communication skills.
- Ability to work effectively and professionally in a fast-paced environment.
- Knowledge of and ability to work and engage with the uninsured, under-served and under-represented populations.
- Must have intermediate computer skills and be able to type at least 40 wpm.
- Spanish and English bilingual preferred.

E-mail cover letter and resume to: info@nhclv.com