

JOB VACANCY

Position: Covering Kids and Families (CKF) Enrollment Specialist
Location: Carew Medical Plaza – 1818 Carew St, Fort Wayne, IN 46805

Hours: 7:30-5:30 M-TH, 7:30-11:30 Fri (additional hours, as necessary)
Some evening and weekend hours, as necessary

Starting Salary Range: \$11.00 to \$13.00 per hour

JOB SUMMARY

The CKF Enrollment Specialist will be responsible for supporting the Program Supervisor and Manager with overall function of the program at the Carew Medical Plaza Office. This position primarily works with pregnant women. This includes health coverage eligibility determination, application submission, case management, and data entry.

JOB DUTIES

1. Complete Hoosier Medicaid, Healthwise (HHW), Healthy Indiana Plan (HIP), Presumptive Eligibility for Pregnant Women (PEPW) and Health Insurance Marketplace applications.
 2. Submit, advocate for, and follow-up on all applications, including contacting applicants as well as state and federal employees.
 3. Complete program reporting and tracking per CKF requirements.
 4. Implement Brightpoint Values at all times.
 5. Attend outreach activities, including some evenings, Saturdays and Sundays as coordinated by Program Supervisor or Manager.
 6. Travel to outlying offices in CKF service counties for application intake and outreach activities as necessary
 7. Assist in clerical support and day to day operations when requested including, but not limited to copying, filing, mailings, computer updates, etc.
 8. Attend and positively participate at all staff meetings, in Brightpoint improvement processes, and professional development trainings.
 9. Perform other duties as assigned by Program Supervisor or Manager.
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SKILLS AND QUALIFICATIONS

1. High School Diploma or GED required.
 2. Proficient in MS Office Applications
 3. Ability to work with minimal supervision both alone and with others in a team environment.
 4. Self-motivated, dependable, reliable, extremely attentive to detail, well-organized, work well under stress. Able to meet deadlines and prioritize tasks.
 5. Ability to relate well with diverse personalities from a variety of socio-economic backgrounds.
 6. Must be willing to work flexible hours, including evenings, Saturdays and Sundays when required.
 7. When driving for Brightpoint, the employee must have a valid Indiana driver's license and must maintain minimum liability limits of \$100,000/\$300,000 on auto insurance.
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DATES FOR INTERNAL POSTING: From 01/23/2019 – 01/30/2019

TENTATIVE DATES FOR EXTERNAL POSTING: From 01/30/2019 to Until Filled

APPROXIMATE DATE FOR POSITION TO BEGIN: IMMEDIATELY

FOR FURTHER INFORMATION, CONTACT, HUMAN RESOURCES EXT. 206 or 213

APPLICATIONS ACCEPTED – 227 E. Washington Blvd, FORT WAYNE, IN 46802

8:00 A.M. - 5:00 P.M., MONDAY – THURSDAY AND 8:00 A.M. – 11:00 A.M., FRIDAY

OR VIA THE INTERNET AT www.mybrightpoint.org

We, Brightpoint conform to all the laws, statutes, and regulations concerning equal employment opportunities and affirmative action. We strongly encourage women, minorities, individuals with disabilities and veterans to apply to all of our job openings. We are an equal opportunity employer and all qualified applicants will receive consideration for employment without any regard to race, color, religion, sex, age, national origin, disability status, protected veteran status, or any other characteristic protected by law.