

JOB VACANCY

Position: Covering Kids & Families (CKF) Outreach & Enrollment Coordinator (Bilingual)

Location: Allen County (Requires occasional travel to all counties we serve)

Hours: 40 hours/week with Some evening and weekend hours (additional hours as required)

Starting Pay Range: \$14.00 - \$16.00/hour

JOB DUTIES

The Outreach and Enrollment (O&E) Coordinator works closely with the CKF Program Manager to develop, implement, and evaluate state and federal health coverage program outreach, enrollment, and retention. The O&E Coordinator will provide resource support to the community and work closely with community partners aiming to decrease the uninsured and underinsured population. The O&E Coordinator submits, advocates for, and follows-up on all state and federal health coverage applications.

SKILLS AND QUALIFICATIONS

1. Associates degree or equivalent required, with 1 to 2 years of outreach experience and a Bachelor's Degree preferred.
 2. Fluent in Spanish and English, both written and spoken
 3. Working knowledge of office equipment and standard office procedures with the ability to apply such knowledge to a variety of interrelated processes, tasks, and operations.
 4. Ability to work with minimal supervision both alone and with others in a team environment, self-motivated, dependable, reliable, attentive to detail, well-organized, work well under stress. Able to meet deadlines and prioritize tasks.
 5. Willing to work flexible hours, including evenings, Saturdays and Sundays when required.
 6. 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
-

DATES FOR INTERNAL POSTING: FROM 10/07/2020 TO until filled

TENTATIVE DATES FOR EXTERNAL POSTING: FROM 10/07/2020 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

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.