

JOB VACANCY

POSITION: Covering Kids and Families (CKF) Enrollment Specialist
LOCATION: Allen County (1 position), Kosciusko Co (1 position) Huntington/Wabash Co (1 position)
HOURS: 40 hours per week
SALARY RANGE: \$14.00 - \$16.00/hour

JOB DUTIES

The Covering Kids and Families (CKF) Enrollment Specialist is chiefly responsible for advising and guiding Covering Kids and Families program participants in the enrollment processes and procedures. The Enrollment Specialist will be responsible for collecting information, pre-screening for eligibility, handling documentation, entering data, and providing direct customer service with a focus on helping community members to enroll in, use, and keep public health coverage benefits.

SKILLS AND QUALIFICATIONS

1. High School Diploma, 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, extreme attention 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. 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.

DATES FOR INTERNAL POSTING: FROM 1/05/2022-until filled
TENTATIVE DATES FOR EXTERNAL POSTING: 1/05/2022 – until filled
APPROXIMATE DATE FOR POSITION TO BEGIN: IMMEDIATELY

FOR FURTHER INFORMATION, CONTACT HUMAN RESOURCES DEPARTMENT, EXT. 206
APPLICATIONS ACCEPTED – 227 E WASHINGTON BLVD, FORT WAYNE, IN
8:30 A.M. – 4:30 P.M., MONDAY – THURSDAY, OR 8:30 A.M. – 11:00 A.M., FRIDAY
OR VIA THE INTERNET AT www.mybrightpoint.org