

## **JOB VACANCY**

**Position:** Covering Kids & Families Enrollment Specialist  
**Location:** Allen County  
**Hours:** 7:30 AM – 5:30 PM Monday-Thursday, 7:30 AM – 11:30 AM Friday  
Occasional Evenings and Weekends

**Starting Salary Range: \$14-\$16/hr**

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### **JOB SUMMARY**

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.

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### **JOB DUTIES**

1. Handles questions, issues and provides detailed information on program requirements, processes, and policies.
  2. Collects information and assists with completing and submitting applications for consumers.
  3. Advocates for and follows up on health coverage applications submitted, corresponding with program participants and state employees.
  4. Provides ongoing support to applicants to maintain and utilize public health coverage benefits.
  5. Enters, updates, and reviews data and records.
  6. Attends outreach activities, including some evenings, Saturdays and Sundays.
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### **SKILLS AND QUALIFICATIONS**

1. High School Diploma, GED required.
  2. Proficient in Microsoft 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, and well organized. 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.
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**DATES FOR INTERNAL POSTING: FROM 7/7/2022 TO Until Filled**

**TENTATIVE DATES FOR EXTERNAL POSTING: FROM 7/7/2022 TO Until Filled**

**APPROXIMATE DATE FOR POSITION TO BEGIN: IMMEDIATELY**

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**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](http://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.