JOB VACANCY

Position: Covering Kids and Families Program Manager  
Location: 227 E. Washington Boulevard, Fort Wayne  
Hours: Full-time hours, Monday through Friday. Some work from home permitted.  
Starting Salary Range: $60,000-$65,000

JOB SUMMARY

The Covering Kids and Families (CKF) Program Manager is responsible for coordinating, developing, and overseeing the CKF program as well as building and maintaining the local CKF coalition. The CKF Manager also works closely with the local CKF coalition and Covering Kids and Families of Indiana, Inc. (CKF-IN) to achieve CKF-IN’s strategic goals. Duties include planning, developing, and implementing program design, program activities, daily operations, and program expansion. The CKF Program Manager oversees fund-raising, outreach, enrollment, and retention strategies, and works with schools, hospitals, clinics, health departments, state, and local organizations to achieve program goals. The CKF Program Manager provides daily guidance, support, direction, and supervision of program staff.

JOB DUTIES

1. Develops and maintains relationships and communication with private and public organizations (local school systems, health care systems and providers, social service agencies, etc.) that can further the goals of CKF to expand access to health coverage for uninsured and/or underinsured children, adults, and families. Guides the CKF coalition and working committees to develop, implement, and evaluate outreach, enrollment, and retention strategies and work plans with the established CKF-IN guidelines.
2. Collaborates and cooperates to raise funds to ensure program continuation by writing grants and building relationships with foundations, hospitals, mental health centers, and Managed Care Entities.
3. Develops and implements appropriate marketing and communication strategies necessary to support both local and statewide CKF-IN activities, including but not limited to website, listserv, policy briefs, quarterly reports, and annual reports.
4. Implements policies and procedures that ensure the quality of service delivery.
5. Directs the coordination of all intake procedures and processes for CKF programs.
6. Ensures budget compliance and fiscal accountability.
7. Assists the Vice President of Community Services with the day-to-day management of CKF.
8. Meets the requirements of CKF, including all statutory, regulatory, and contractual requirements.
9. Supervises the CKF Assistant Manager, the Quality Assurance Coordinator, the Lead Navigator, and the Outreach and Enrollment Coordinators and builds an effective CKF team.
10. Works with CKF of Brightpoint and CKF-IN to develop and manage both programs and staff to ensure the attainment of organizational goals
11. Provides leadership and collaborates with groups and individuals who are working to improve the health of the community.
12. Actively participates in CKF-IN working committees as requested. Attends CKF-IN statewide meetings.
13. Implements Brightpoint values at all times.

SKILLS AND QUALIFICATIONS

1. Bachelor’s degree in the area of health care, social services, public administration, or related field.
2. Two years of supervisory experience required, preferably in the not-for-profit sector.
3. Strong interpersonal, written, and oral communication skills with strong mathematics aptitude.
4. Ability to work with minimal supervision; self-motivated, attentive to detail, organized, productive, flexible, and dependable.
5. Ability to quickly develop a thorough understanding of basic community action concepts, and the numerous regulations governing state and federal health insurance programs.
6. Ability to relate well with diverse personalities from a variety of socio-economic backgrounds.
7. Proficient in MS Office applications.
8. Valid Indiana driver’s license and must maintain minimum auto insurance liability limits of $100,000/$300,000
9. Manual dexterity and visual skills required.
10. Auditory and verbal skills required for communication with clients, staff, and the public.
11. Work involving standing, sitting, bending.
12. Must be able to stand and sit for 45 minute-intervals.
13. Must be able to move 40 pounds in all directions.

DATES FOR INTERNAL POSTING: FROM September 26, 2022–October 10, 2022  
TENTATIVE DATES FOR EXTERNAL POSTING: September–October 10, 2022  
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