

JOB VACANCY

Position: CKF Enrollment Specialist (2 positions)
Location: Allen/Huntington Counties (1 position),
Kosciusko/Wabash Counties (1 position)
Hours: 7:30 AM – 5:30 PM Monday-Thursday, 7:30 AM – 11:30 AM Friday
Occasional Evenings and Weekends
Starting Salary Range: \$15-\$17/hr

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.

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 9/27/2022 TO Until Filled
TENTATIVE DATES FOR EXTERNAL POSTING: FROM 9/27/2022 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