



OUTREACH AND ENGAGEMENT SPECIALIST

POSITION OBJECTIVE/SUMMARY:

Provide healthcare and support to collaborative agencies to engage community residents who are un-insured and need assistance with enrollment in Kedren Health system. Responsible for “outreach” to adults and families residing in SPA area six or those who seek healthcare in SPA area 6 to increase awareness and the access for health insurance options.

Conducts face to face and telephone interviews with patients to determine eligibility for health insurance options. Informs patients of documentation and verification requirements.

REQUIRED SKILLS AND QUALIFICATIONS:

- Must have a high school diploma or G.E.D, Bachelor’s degree in Health Care preferred.
- Must possess demonstrated ability to relate to individuals and families of varied ethnic, cultural backgrounds, ages, and economic circumstances
- Proficiency in a Windows computer software environment (MS Word/Excel) preferred.
- Excellent oral and written communication skills
- Exceptional interpersonal skills; team player, ability to communicate with diverse personalities, tactful, mature and flexible
- Ability to work independently and self-manage
- Excellent organizational skills and detail oriented
- Self-motivated, positive, outgoing, personable and able to relate well with diverse populations and age groups
- Ability to prioritize and meet deadlines.
- Good knowledge of interviewing and recording techniques of the surrounding community, program policies, and health care system
- Ability to execute “outreach” plans, collect data, and prepare reports
- Possess a thorough understanding of the importance of confidentiality and non-disclosure according to the general standards set forth by HIPAA.
- Bilingual English/Spanish strongly preferred.
- Valid California Driver’s License, proof of personal liability auto insurance as required by California State Law, and ability to travel/drive as required to perform essential duties