
Position Information: OHP Outreach Specialist

Supervised by: Health Resource Manager

Supervises: Does not supervise others

Salary: Coordinator IV

Classification: Non-Exempt

Terms of Employment: Regular-Full-Time

Job Goal:

To assist families in applying for a qualified health plan.

Essential Responsibilities:

- Application Assistance Duties
 - Maintain state prescribed training requirements for a Certified Application Assister
 - Will provide information about public and private health insurance options to potentially eligible Oregonians.
 - Will encourage applicants to provide accurate and truthful information and will not attempt to predetermine eligibility or insinuate potential eligibility
 - Will provide enrollment assistance through ONE, Including health Care.gov resources as needed.
 - Assister will obtain permission prior to offering assistance and will ensure a consent form is completed prior to offering assistance.
 - Will maintain necessary copies of paperwork in a secured locked location
 - Will notify supervisor when a potential conflict of interest with client. Supervisor will find another assister to offer services to the client.
 - Assist in planning and implementing the outreach
 - Keep all information strictly confidential
 - Coordinates flow of referrals and ensure families are contacted in a timely manner
 - Input number of application assisted, renewals assisted, in person meetings, outreach materials distributed and community outreach and education provided into agency developed data report.
 - Submit completed reports to supervisor in a timely manner.
 - Will offer SOY SANO referrals to any potential eligible client
- WIC Services
 - Will attend WIC In-Service
 - Will work in WIC on a schedule that deems necessary to meet the staffing needs of each clinic, (Ill Staff, Vacations etc.)
 - Will maintain WIC education modules to meet the WIC clinic needs
- Community Outreach
 - Coordinate with community partners for outreach to ensure eligible families are offered application assistance.
 - Work with community partners such as WIC, Public Health, DHS, Medical Clinics, Schools, Teen Parent Programs, and others to inform about and to receive referrals
 - Share agency wide outreach materials when out in the community (WIC, Head Start, Soy Sano Etc.)
 - Will attend monthly collaborative meetings
 - Be knowledgeable of eligibility requirements to make appropriate referrals
 - Assist in planning and implementing outreach
 - Be available complete outreach on occasional evenings/weekends in order to respond to community needs

General Staff Responsibilities:

Employees of UMCHS aspire to the following:

- *A commitment to the agency's mission, vision, and values;*
 - *A commitment to equipping children and all who care for them for lifelong success*
 - *A commitment to excellence in everything we do;*
 - *A commitment to positive performance and a welcoming culture;*
 - *A commitment to outcomes, measured results and quality improvement;*
 - *A commitment to innovation and to what is possible.*
- Program Participation and Team Member
- Be present at work in order to provide consistency of services
 - Arrive to work on time; punctually attend and actively participate in all required activities, meetings, and trainings.
 - Be a respectful, cooperative, and reliable team member and participant in program activities.
 - Project a professional work image, both in dress and manner.
 - Demonstrate familiarity with employment policies, performance standards, work plan and commitment to mission and values in the performance of daily duties.
- Standards of Conduct
- Perform all work in compliance with UMCHS Standards of Conduct.
- Improve self-skills and education
- Fulfill role as mandated reporter as stated in Child Abuse and Neglect Policy
- And or any other duties deemed necessary by your supervisor

Education Requirements:

- High school diploma or equivalent required. Post high school work experience recommended.

Experience and Skills Requirements:

- Basic knowledge in computer data entry and/or word processing
- Experience working in professional office environment with ability to communicate one-to-one, on telephone, and in group setting.
- WIC Experience (Preferred)
- Community Outreach Experience (Preferred)
- Bilingual (Preferred)
- Adequate means of transportation

Physical Requirements:

The physical demands and work environment described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is required to:

- Sit for long periods of time with daily use of computer screen;
- Do tasks involving repetitive arm and hand movements, such as heavy word processing/keyboarding, using various office tools to collate, punch, cut, or stamp paper and other repetitive or high-volume tasks such as bulk mailings, filing projects, etc.;
- Occasional filing is required. This would require the ability to lift files, open filing cabinets and bending as necessary;
- Occasionally required to stand, walk and reach with hands and arms;
- Occasionally lift and/or move up to 10 pounds
- Drive a private or Agency vehicle; must possess a valid driver's license and personal automobile or provide a plan that will allow fulfillment of position requirements. (A DMV Record check will be conducted prior to hire)

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Work Environment/Conditions:

Work is normally performed in a typical interior/office work environment.
Job tasks are performed in close physical proximity to other people

Safety:

Apply safe practices in the performance of duties

- Reporting of unsafe or hazardous working conditions and/or any injury immediately
- Complying with Agency safety standards
- Participate in emergency drills
- Promote a culture of safe environments in the workplace

Agency-Wide Requirements:

- Current enrollment in the Child Care Division's Central Background Registry
- Current physical examination, drug screen, and TB screen documentation prior to hire
- Ability to drive a private or Agency vehicle; must possess a valid driver's license and personal automobile or provide a plan that will allow fulfillment of position requirements. A DMV Record check will be conducted prior to hire.
- Desire to work with low-income children and their families
- Communicate effectively with staff, families, children, and the public using the telephone and in face-to-face, one-to-one, and in group settings
- Fluent in English both verbally and written

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