

## EMPLOYMENT OPPORTUNITY



### **OUTREACH & ENROLLMENT COORDINATOR CONNECTING KIDS TO COVERAGE PROGRAM Greater Flint Health Coalition – Flint, MI**

Greater Flint Health Coalition (GFHC) is seeking an Outreach & Enrollment Coordinator to join our team.

#### **Overview:**

The Centers for Medicare & Medicaid Services has a Cooperative Agreement with GFHC in an effort to support eligible children in the greater Flint area enrolled in Medicaid and the Children's Health Insurance Program (CHIP). Efforts aim to help connect children to available coverage and services in response to the public health emergency resulting from lead exposure related to the Flint water system.

Now in its second year, GFHC launched the Connecting Kids to Coverage Outreach and Enrollment Program to support and coordinate Medicaid and CHIP outreach and enrollment efforts in the greater Flint area. This effort includes not only children, but also addresses access to care services for pregnant women impacted by the Flint water system, increased benefit utilization, and re-enrollment for those populations as well.

The full-time Outreach & Enrollment Coordinator will maintain aspects of a coordinated service referral and delivery plan currently in place, support the development and implementation of new components, and serve as a point person for communication and coordination amongst partner organizations to ensure the execution of this plan.

#### **Primary Responsibilities:**

- Assist with the development of new and innovative outreach methods to improve enrollment in the Greater Flint community.
- Assist in the development of culturally competent and culturally sensitive outreach and engagement materials to increase enrollment and benefit utilization in the Greater Flint community.
- Assist with the planning and support of relevant Committees and Workgroups, including minutes, meeting preparation, and roster communication.
- Maintain a community-wide outreach events calendar.
- Collect data from community partners and ensure accurate data entry and analysis in a timely manner.
- Maintain an understanding of the mission, vision, values, and strategic plan of the Greater Flint Health Coalition at all times.
- Complete timely grant report writing.
- Other duties and responsibilities as required.

## **Qualifications & Experience Required:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Bachelors level degree in health or health related field. Master's degree preferred (MPH, MS, MHSA)
- Passion and understanding of health disparities and some understanding of relevant health care policy
- Experience collaborating in multi-sector environments and building relationships at various levels of an organization's leadership structure
- Experience with grant reporting and writing
- Excellent organizational skills
- Experience and a passion for public health, universal healthcare access, health data, quality innovations, and/or health projects that seek to build alignment amongst multi-sector organizations in a collaborative, team-oriented style.
- Demonstrated ability to manage tasks, meet deadlines, and work effectively within structured and time sensitive environments. Experience creating and managing work plans and time-sensitive deliverables and deadlines.
- Characteristics required for thinking strategically, innovating, and engaging multi-sector stakeholders in a manner that builds alignment and creates measureable improvement in project metrics.
- Ability to integrate a diverse skill set (technical, analytical, theory, research, relationship building) to improve desired program outcomes.
- Excellent interpersonal, written and oral communication.
- Considerate, attentive, and punctual.
- Demonstrated ability to take initiative and to work proactively, both independently and in teams; excels in an open office environment.
- Great passion for the mission, vision, and values of the Greater Flint Health Coalition and able to promote both internally and externally.
- Motivated.

**Reports to:** Director of Community Engagement

## **Job Status:**

Full Time, Salary; Monday through Friday, 8:30 a.m. to 5:00 p.m. Occasional meetings and events earlier, later, or on weekends as required by the responsibilities of the position.

## **Compensation:**

Greater Flint Health Coalition's collaborative work environment emphasizes teamwork, personal commitment, integrity, and success. In addition to the meaningful and groundbreaking work to improve health on a community-wide level, GFHC offers a competitive salary commensurate with experience. Benefits include paid time off, holidays, medical, vision, and

dental benefits plus life & disability insurance paid 100% by employer for employee, 403b, and more.

**About Greater Flint Health Coalition:**

Greater Flint Health Coalition serves as the neutral convener and backbone organization for public health and healthcare collaboration between Flint & Genesee County hospitals, physicians, insurers, businesses, government, public health, schools and colleges, nonprofits, and residents. We work to improve the health status of area residents, and improve the quality and cost effectiveness of the healthcare system in our community. For more information on the GFHC and our work, please visit our website <http://www.gfhc.org>.

**To apply, please submit the following Application Materials:**

Qualified applicants please submit (a) cover letter (addressing how candidate meets qualifications), (b) resume, (c) salary history, and (d) employment references via email to [jobs@flint.org](mailto:jobs@flint.org), c/o Greater Flint Health Coalition, Attn: Human Resources, 519 S. Saginaw Street, Suite 306, Flint, Michigan 48502. In the subject line of your email, please write "Outreach & Enrollment Coordinator".

This position is open until filled.

Full posting also listed at <http://www.gfhc.org>.

**NO PHONE CALLS PLEASE.**

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