

Job Title: Healthy Kids Project Coordinator and Client Advocate
Department: Advocacy and Civic Engagement
FTE: 1.0
FLSA Status: Exempt

SCOPE OF WORK:

Healthy Kids is expanding Oregon's child health coverage options for working families. The Urban League's Healthy Kids program will reach out to African Americans in North and NE Portland to increase awareness about the availability and eligibility for enrollment in the Oregon Health Plan. The Healthy Kids Project Manager and Client Advocate Project will help design and implement the Urban League's outreach and enrollment program. S/he will work closely in a supervisory capacity with the Healthy Kids Case Manager to recruit, enroll, track progress and provide advice and support to families' entry into the Oregon Health Plan.

The Project Manager and Client Advocate works with the staff in the Urban League's Advocacy and Civic Engagement department to fulfill the contractual goals of an enrollment program specifically targeting the African American community. The incumbent works with community partners to identify underserved eligible families, help them navigate the healthcare system, negotiate with service providers, school health providers and other public service agencies to secure and expand OHP enrollment.

Responsibilities include: the development and distribution of outreach materials; establishment of off-site recruitment centers; establishing partnerships with schools, after-school programs, community clinics, local organizations and faith-based communities. S/he will be responsible for accurate entry of data into the agency database in a timely manner and for meeting all reporting requirements outlined in the program contract. The Client Advocate works collaboratively and communicates effectively with other community partners on behalf of the Urban League Healthy Kids enrollment program.

This position will be stationed at the Urban League of Portland offices but may be required to travel throughout the service area for meetings or to transport clients. Evening and weekend work may be required.

MINIMUM QUALIFICATIONS:

- ✓ Bachelor's Degree in human/social services field (social work, public or community health, psychology) or related experience
- ✓ Demonstrated computer and keyboard proficiency using Microsoft Office software (Word, Excel, Outlook) and working knowledge of the internet
- ✓ Excellent written and oral communication skills
- ✓ Successful experience working with ethnic, racial, economic and diverse populations
- ✓ Demonstrated ability to effectively collaborate with community stakeholders
- ✓ Good organizational and time management skills

- ✓ Ability to work independently with accountability
- ✓ Available to work occasional evenings and weekends

PREFERRED QUALIFICATIONS:

- ✓ Previous professional or volunteer experience working in community/health services
- ✓ Knowledge of social services in the Portland Metro Area
- ✓ Knowledge of Oregon Health Plan and related benefits programs

ESSENTIAL JOB FUNCTIONS:

1. Develop, implement, monitor and evaluate enrollment program in accordance to contractual goals
2. Provide team leadership for the Healthy Kids Case Manager; including development of a work plan, goal-setting, monitoring and evaluation.
3. Develop and maintain professional relationships with agencies that are in contact with African American families who may be eligible for OHP
4. Assess clients' involvement in services, identify barriers to care and readiness to access care, including: client knowledge of eligibility status, health records, and other personal information required for OHP intake
5. Coordinate with other service providers to facilitate client's access to services and providers
6. Meet all contract requirements and provides supporting documentation, including program performance data and reports, as required
7. Participates in appropriate community, department, and agency meetings as assigned
8. Provides accurate, complete, and current written and database records/files
9. Collects data regarding participants of group presentations and community contacts and forwards data to the Development Department for compliance purposes and reporting requirements
10. Other duties as assigned

Please note this is a full time position available for 6 months only, with the potential to expand to a year-round program.

Salary: \$13.00-\$16.00/hr depending on experience.

Benefits available after 90 days.

All interested candidates should submit resumes and cover letter to Urban League of Portland, 10 N. Russell St., Portland, OR 97227 or fax to 503-249-1926 or email to info@ulpdx.org. Please visit our website: www.ulpdx.org for full job description. The position is open until filled but the first series of interviews are scheduled for the week of February 1, 2010.

NOTE TO EMPLOYEE:

This document describes the job qualifications which are required for an individual to be awarded, or to maintain the position described. The employer reserves the right to amend, modify, or to add to either the job qualifications or essential job functions at any time.

The listed job duties represent work performed by this position and are not all-inclusive. The omission of a specific duty will not preclude it from the position if the work is similar, related, or a logical extension of the position.