

Job Title: Healthy Kids Case Manager
Department: Advocacy and Civic Engagement
FTE: 1.0
Reports To: Healthy Kids Program Coordinator

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 Case Manager will encourage and help eligible families apply, and help shape the identity of the Urban League of Portland as a resource for case management and client advocacy.

The Healthy Kids Case Manager will work with the Healthy Kids Program Coordinator and Client Advocate, staff of Urban League of Portland's Advocacy and Civic Engagement Department to provide high-quality, coordinated, strengths-based Case Management. The incumbent will provide advocacy with and on behalf of families to enroll children in Oregon Health Plan.

Additional responsibilities include: helping clients manage application paperwork in a timely fashion, entering data into the agency database in a timely and accurate manner, and connect families to additional complimentary services. The Healthy Kids Case Manager must work collaboratively and communicate effectively with community partners.

The incumbent will be stationed at the Urban League of Portland office but will travel throughout service area for meetings and outreach. Evening and weekend work may be required.

Preferred QUALIFICATIONS:

- ✓ Bachelor's Degree or work experience in human/social services field (social work, public or community health, psychology) or related field
- ✓ A minimum of one year experience providing case management (or similar) services
- ✓ Knowledge of Oregon Health Plan
- ✓ Experience with the Oregon Health Plan application process, or similar processes is a plus
- ✓ Demonstrated computer proficiency using Microsoft Office software (Word, Excel, Access, Outlook) and working knowledge of the internet
- ✓ Excellent written and oral communication skills
- ✓ Successful experience working with communities of color and/or low-income families
- ✓ Demonstrated ability to effectively collaborate with community stakeholders and other service providers

- ✓ Excellent organizational and time management skills
- ✓ Ability to work independently with accountability
- ✓ Able to travel throughout the Portland Metro Area
- ✓ Available to work occasional evenings and weekends
- ✓ Knowledge of social services in the Portland Metro Area

ESSENTIAL JOB FUNCTIONS:

1. Provides supportive case management and advocacy on behalf of clients with children who are uninsured. Uses a supportive strengths-based model that promotes client self-determination and independence.
2. Establishes professional relationships with other providers
3. Works in collaboration with Urban League of Portland staff and other agencies to compile and coordinate information on local resources for clients and shares this information with community partners.
4. Meets all contract requirements and provides supporting documentation, including program performance data and reports, as required
5. Attends trainings and educational opportunities to remain current on case management, Healthy Kids, and OHP issues
6. Provides accurate, complete, and current written and database records/files
7. Assists Healthy Kids Program Coordinator and Health Equity Organizer with reporting requirements
8. 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: \$12.00-\$15.00/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.