

Position: CHILDREN'S HEALTH COVERAGE SPECIALIST  
Hiring Organization: United Way of Salt Lake  
Department: 2-1-1  
Reports to: Partnership Development Manager  
Date Prepared: September 14, 2016

### **THE ORGANIZATION**

United Way of Salt Lake (UWSL) has made a promise to our community—to change the odds so all children and their families have the same chance to succeed in school and life. We have adopted a unique approach to community problem-solving called collective impact which allows us to directly engage with communities. Our workplace is fast-paced, friendly, and adaptive. At UWSL we believe in celebrating success, learning from failure, and ambitious goals. Our wages are competitive; the benefits package is comprehensive; perks like flexible schedules and staff parties make every day unique.

### **POSITION OVERVIEW**

The Utah Healthcare Corps (UHC) has significantly improved health outcomes and reduced health disparities for medically vulnerable populations. However, the need for assistance to access these services still exists. Since 1996, UHC has supported Health Centers and other community health-based organizations throughout the state of Utah. UHC seeks candidates to fill thirty-two 1,700 hour terms. UHC Members will serve as Community Health Workers, connecting patients to community resources, helping patients establish primary care providers, and providing health insurance enrollment assistance and patient education. The services that Community Health Workers provide will improve health outcomes and reduce financial burdens for patients.

### **KEY RESPONSIBILITIES**

1. Identify uninsured children and families in the community
2. Provide information and education on various community benefit services in a culturally and linguistically appropriate manner to the medically underserved in Utah
3. Conduct public education and outreach to medically underserved individuals about the availability of health insurance affordability programs, distributing fair, impartial information about enrollment in affordable plans through the Health Insurance Marketplace and other publish health insurance plans such as Medicaid and CHIP
4. Facilitate enrollment in health insurance affordability programs
5. Work toward a goal of 30-40 enrollments per month
6. Help patients establish primary healthcare homes
7. Assist patients in understanding and retaining their health insurance coverage, including assistance with how to use insurance
8. Other duties as assigned

### **POSITION REQUIREMENTS**

- High school diploma or GED required
- English and Spanish fluency highly preferred
- Experience in customer services roles
- Ability to problem solve and follow procedures efficiently
- An other-oriented mentality, and drive to help others

### **PHYSICAL REQUIREMENTS**

The employee is regularly required to communicate clearly, and exchange accurate information interpersonally or through communication devices. Must be able to learn new systems and procedures prepare and analyze data and figures; constantly operate a computer and other standard office machinery. The position requires occasional

movement throughout the office to access files, papers, or move supplies weighing up to 25lbs. Must be able to remain in a stationary position 75% of the time.

**SALARY INFORMATION & FLSA STATUS**

This is a non-exempt position that pays a monthly stipend of \$1,500 for full-time members, and the Eli Segal Education award—up to \$5,815.

**TO APPLY**

Send completed applications to [jobs@uw.org](mailto:jobs@uw.org). Complete applications include a cover letter, resume, and employment application. Employment applications and the complete job description can be found at <http://www.uw.org/about-us/careers.html>

*NOTE: The statements in this position description are intended to describe the general nature and level of work being performed but are not to be seen as a complete list of responsibilities, duties, and skills required of the person employed. Also, the statements do not establish a contract for employment and are subject to change at the discretion of the employer.*