

# Cascade County

## Job Vacancy Announcement

<b>Position: Outreach &amp; Enrollment Assistant</b>	<b>Closing Date: August 22, 2013</b>
<b>County Department: Community Health Care Center</b>	<b>Dept. Admin.: John Maher</b>
<b>Type of Position: Full Time / Temporary</b>	<b>Compensation: \$52,000</b>
<b>Applications available at Cascade County Human Resources Department, <a href="http://www.cascadecountymt.gov">www.cascadecountymt.gov</a> or Job Service. All application materials must be turned in to the Cascade County Human Resources Department and date stamped by 5:00 p.m. on the closing date.</b>	

### POSITION DESCRIPTION

The Outreach & Enrollment Assistant will evaluate the area's need (i.e. number of uninsured people) and assist management in the development of strategies for educating the insured in the choice of available and affordable health insurance; will assist those individuals that qualify with applications and the enrollment process for the Montana CHIP Program, Medicaid, and Marketplace insurances; interface with the public, conduct public presentations, and counsel individuals on a one on one basis regarding the insurance exchange options; work in a clinic office and waiting room with a desktop work station; monthly reporting required on progress in meeting target goals specified within the grant proposal; visit area businesses who do not offer health insurance to their workers as well as community clubs and social groups who may have members without insurance plus the Hutterite Colonies; spend time at the homeless shelter.

### JOB REQUIREMENTS

**Knowledge and understanding of:** Computers and internet navigation.

**Skills in:** Working directly with the public; effective listening and communication.

**Ability to:** Assist people on the computer with applicable internet sites.

### EDUCATION AND EXPERIENCE

The above knowledge, skills and abilities are typically acquired through a combination of education and experience. At a minimum all applicants must possess a valid Montana Driver's License issued by the State of Montana. Applicant must pass an on-line exam to become a Certified Plan Counselor within 30 days of employment; on-line training provided. This is a 1 (one) year contracted position; no health benefits.

*The successful applicant must serve a 6 month probationary period and may have a criminal background check conducted. The results thereof may disqualify the applicant from consideration for employment with the county.*

**Notice to Applicants:** Applicants who are claiming Veteran's or Handicap Preference **must** provide a DD-214 Discharge Document **and** Employment Preference Form or DPHHS Handicap Certification with their application for employment that Cascade County may apply the preference during the selection process.

**Cascade County makes reasonable accommodations for any known disability that may interfere with the applicant's ability to compete in the recruitment and selection process or an employee's ability to perform the essential duties of the job. For Cascade County to consider such arrangements, the applicants must make known any needed accommodations.**

**CASCADE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER**