

RIVER HILLS COMMUNITY HEALTH CENTER

Today's Date: November 9, 2021

Job Listing: Outreach and Enrollment Coordinator and Float Receptionist-Ottumwa.

Qualifications: High school diploma or equivalency required with two years of work experience in healthcare setting, insurance or business. Or an Associate's Degree if not meeting the work experience requirement. Bilingual English-Spanish desired but not required. Ability to prioritize and process information quickly and accurately. Ability to interact with patients and guests in a professional, clam, and welcoming manner. Must be able to travel with use of a personal vehicle. Must possess the ability to read and interpret documents, write routine reports and correspondence, speak effectively before groups and actively engage the general public in outreach situations. Must possess the ability to interact respectfully with diverse cultural and socioeconomic populations. Knowledge of the health and human services infrastructure, health insurance programs and public coverage options. Strong computer skills with proficiencies in Microsoft Outlook, Word, PowerPoint, Excel and internet based applications.

Duties: The Outreach and Enrollment Coordinator will work to provide outreach opportunities for community residents who lack access to healthcare and health insurance, provide enrollment and application follow-up assistance and build/strengthen enrollment collaborations with local partner organizations. Increase health insurance coverage and access to quality primary health, dental, and behavioral care for community residents.

Function as a float receptionist helping the Medical, Pediatric, Dental or Behavioral Health Clinics as needed to fill staff shortages.

Hours: Full time (40 hours per week).

Interested: Send resume', cover letter and three references to recruiting@riverhillshealth.org.