



**OPEN POSITION**

**TITLE:** OUTREACH & ENROLLMENT SPECIALIST  
**LOCATION:** RICHFIELD, UT  
**STATUS:** FULL-TIME, NON-EXEMPT, HOURLY  
**BENEFITS:** MEDICAL, DENTAL, VISION, LIFE, LTD, PTO & 401K MATCH  
**PAY:** DOE  
**CLOSE:** ONCE FILLED

**JOB SUMMARY**

Works with patients and community members to provide education and assistance related to enrollment in Medicaid, Children’s Health Insurance Program (CHIP) and/or the Health Insurance Exchange.

**REQUIREMENTS**

*General Requirements:*

- Must be insurable through the Tribe’s vehicle insurance.
- Must pass a criminal and fingerprint background check according to P.L. 101-630 standards.
- Must pass a pre-employment alcohol/drug screening.

*Education and Experience:*

- High School diploma, equivalent GED or higher required.
- One (1) year experience in working in a health-related field required.
- Preferred one (1) year experience in community outreach work.
- Preferred experience working with Native Americans.

*License & Certification:*

- Must possess, maintain and provide proof of a valid Utah Driver’s License.
- Must possess, maintain and provide proof of a valid Certified Application Counselor Training certification or obtain within one (1) month of hire.

**HOW TO APPLY**

Application is available via link (<https://bit.ly/2yX9YxA>) or can be obtained online at [www.utahpaiutes.org/employment](http://www.utahpaiutes.org/employment). Please submit your completed application with the following attachments: resume, a copy of your Driver’s License and any additional degrees, certificates, licenses required in the announcement. to: Fax: 435.238.4987 or ATTN: HR Manager, 440 N Paiute Dr., Cedar City, UT 84721.

**Cedar City**

440 North Paiute Dr.  
435.867.1520

**Richfield**

440 South Main St.  
435.893.6800

**Kanosh**

157 North Reservation Dr.  
435.759.2610

**St. George**

1449 N 1400 W Unit 19  
435.688.7572

**Shivwits** Ivins

6109 West 3700 North  
435.688.7572

