



OPEN POSITION

TITLE: OUTREACH & ENROLLMENT SPECIALIST
LOCATION: CEDAR CITY, 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. Supports enrollment and eligibility across all health programs (i.e. primary care, dental, behavioral health).

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.
- One (1) year experience in community outreach work preferred.
- Experience working with Native Americans preferred.

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://adobe.ly/3liFnyc>) or can be obtained online at 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

