



JOB DESCRIPTION

Job Title: Medicaid Enrollment Representative

Closing Date: May 10, 2021 or until filled

Apply: jobs@schc.net, please state which job you are applying for

Contact: Kelsie Bolaño 385-955-6539

Location: Salt Lake City, UT

General Summary of Duties: Assists patients with Medicaid enrollment and coordinating care between departments. Supports Outreach at events which Enrollment would be needed.

Supervisor: Medicaid Enrollment Manager

Major Responsibilities/Tasks:

1. Assist with Medicaid applications and follow-up applications.
2. Attend events that SCHC can market/sponsor to the community.
3. Prepare all enrollment materials for event presentations.
4. Coordinate SCHC staff for events.
5. Participate in essential meetings.
6. Assist in maintaining overall clinic presentation/maintenance.
7. Any other duties as assigned.

EDUCATION: High School Diploma or GED required.

EXPERIENCE: 1+ years in the healthcare industry preferred.

REQUIREMENTS:

1. Background in the medical field preferred.
2. Arabic and Spanish language preferred.
3. Able to lift to 75 pounds regularly.
4. Must be over the age of 25.
5. Subject to random alcohol and drug testing.
6. CPR/First Aid Certified or obtained within 30 days.
7. Must have a valid Driver License.
8. Background Check will be required.

KNOWLEDGE, SKILLS, & ABILITIES: The jobholder must demonstrate current competencies applicable to the job position.

1. Knowledge in Microsoft Office applications.
2. Skills in communication and being interpersonal in a team environment.
3. Skills in managing time and thinking analytically.
4. Able to work independently.
5. Able to meet deadlines.

ENVIRONMENTAL/WORKING CONDITIONS: Routine clinical operations monitoring may involve exposure to infectious, communicable diseases and hazardous materials, waste gases and blood and body fluids. Frequent exposure to water and chemicals used in disinfection/sterilization process. Exposure to noisy equipment.