



Poudre School District

HUMAN RESOURCES DEPARTMENT JOB DESCRIPTION

Job Title: **Outreach and Enrollment Specialist**
 Job Family: **Support Services**
 Prepared/Revised Date: **June 5, 2023**

FLSA Status: **Exempt**
 Pay Range: **SS35Y**
 Job Code: **40555**

SUMMARY: Acts as a liaison between schools, the community, the Department of Student Services, Integrated Services, and families regarding Medicaid, Child Health Plan Plus, and other health related community resources. Develops outreach and enrollment materials, coordinates outreach with schools/departments, and assists families in applying for Medicaid/CHP+. Assists families in accessing health care services in the community and school environment. Assists families in utilizing Medicaid and CHP+ benefits and other low cost/no cost health services.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Frequency of duties, percent of time and work year may vary based on department or building assignment.*

Description of Job Tasks	Frequency	% of Time
	Daily = D Weekly = W Monthly = M Quarterly = Q Annually = A	On an annual basis, e.g. 10 hours of a 40 hour work week = 10/40 = 25%
1. Provides health education, information, support, and follow-up to District families over the telephone, in the office, at school sites, and community locations. Must have reliable transportation.	D	15%
2. Provide guidance and assistance to families with the registration, enrollment, and participation in low cost/no cost health plans (Medicaid/CHP+).	D	12%
3. Collaborates with school professionals in reaching families with uninsured students.	D	10%
4. Assists families in utilizing their Medicaid and CHP+ benefits through a case management approach; promotes preventative care.	D	10%
5. Prepares and completes forms, surveys, and reports accurately to meet program requirements. Maintains files, including computer databases.	D	10%
6. Provides community resource information and referral assistance to families. Provides and/or creates outreach materials as needed.	D	10%
7. Attend work and arrive in a timely manner.	D	1%
8. Builds and maintains positive working relationships with other community agencies providing outreach and enrollment services in Larimer County.	W	10%
9. Initiates contact with families who have requested information about Medicaid/CHP+ health insurance.	W	5%
10. Design, develop, and facilitate district-sponsored school and community outreach events. Create promotional strategies to increase enrollment and participation at these events.	M	8%
11. Attend and successfully complete all required training programs; participate in ongoing conference calls, webinars, and other professional development opportunities.	M	5%
12. Serve as a notary public and certified application assister.	A	1%
13. Perform other duties as assigned.	Ongoing	3%
	TOTAL=	100%



EDUCATION AND RELATED WORK EXPERIENCE:

- Bachelor’s degree in human services, nursing, social work, or related field required
- Two or more years of experience working with students and families in an educational setting, community service or outreach program, case management, or health services required
- Experience working with at-risk and culturally diverse populations preferred
- Equivalent combination of education and experience acceptable
- Bilingual Spanish strongly desired

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire
- Valid Colorado driver’s license
- Notary Public license or ability to obtain within 6 months of hire (cost for training, exam, and necessary materials covered if do not currently hold certification)

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Oral and written communication skills
- English language skills
- Bilingual oral and written communication skills highly desired
- Strong attention to detail and organizational skills
- Interpersonal relations skills
- Customer service and public relations skills
- Critical thinking and problem-solving skills
- Ability to maintain confidentiality in all aspects of the job
- Ability to manage multiple priorities
- Ability to manage multiple tasks with frequent interruptions
- Ability to frequently travel among district facilities and into the community
- Ability to maintain honesty and integrity in all aspects of the job
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence
- Ability to promote and follow Board of Education policies, District policies, administrative guidelines and building and department procedures
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment, and report unsafe conditions to the appropriate administrator

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals
- Operating knowledge of and experience with Microsoft Word, Excel, PowerPoint, Outlook, Google Suite/Workspace and/or other department software packages
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	# of EMPLOYEES
Direct reports:	This job has no direct supervisory responsibilities.	



PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		x		
Walk		x		
Sit			x	
Use hands to finger, handle, or feed			x	
Reach with hands and arms		x		
Climb or balance	x			
Stoop, kneel, crouch, or crawl	x			
Talk				x
Hear				x
Taste	x			
Smell	x			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		x		
Up to 25 pounds		x		
Up to 50 pounds	x			
Up to 100 pounds	x			
More than 100 pounds	x			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			x	
Analyze			x	
Communicate				x
Copy		x		
Coordinate			x	
Instruct			x	
Compute				x
Synthesize			x	
Evaluate			x	
Interpersonal Skills				x
Compile				x
Negotiate			x	

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	x			
Work near moving mechanical parts	x			
Work in high, precarious places	x			
Fumes or airborne particles	x			
Toxic or caustic chemicals	x			
Outdoor weather conditions	x			
Extreme cold (non-weather)	x			
Extreme heat (non-weather)	x			
Risk of electrical shock	x			
Work with explosives	x			
Risk of radiation	x			
Vibration	x			



VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	x
Distance vision (clear vision at 20 feet or more)	x
Color vision (ability to identify and distinguish colors)	x
Peripheral vision	x
Depth perception	x
Ability to adjust focus	x

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	x
Moderate	
Loud	
Very Loud	