Position Description

The Homeless and Housing Coalition of Kentucky is a statewide coalition of partners and advocates working to end homelessness and create opportunities for low-income Kentuckians to live in affordable homes. To that end, we are a nonprofit advocacy organization with direct and intermediate service programs, including AmeriCorps State/National Service, Continuum of Care, HOME Tenant Based Rental Assistance, and VISTA. People of color and women are encouraged to apply for all open positions.

Position: Health Outreach Worker  
Reports to: Senior Housing Specialist  
Direct Reports: None  
Location: Frankfort, Kentucky or Northern Kentucky  
Date Updated: December 2019

HHCK operates several supportive housing programs for families and individuals who have experienced chronic homelessness. Using time-limited grant funding, the Health Outreach worker will work with clients and other partner agencies to increase enrollment and maintain health insurance coverage among this vulnerable population.

Duties

- Provide clear and useful information to people experiencing homelessness about options for health coverage and timelines for enrollment
- Assist people experiencing homelessness with enrollment and reenrollment
- Help enhance program intake processes to include screening and referral for health coverage and coordinate with the Housing Services Team
- Identify problems or improper denial of coverage or services and refer as appropriate for legal assistance
- Cultivate story-leads to highlight the value of Kentucky’s social safety net and the harms caused by barriers to coverage
- Build/maintain relationships with local behavioral health, substance use disorder, and other housing providers to assist individuals in accessing specialized services using a warm hand off model
- Provide intensive SSI/SSDI Outreach, Access, and Recovery (SOAR) informed applications for eligible clients
- Other duties as assigned by the Housing Program Manager
Requirements
- A bachelor’s degree in a relevant field, or equivalent professional experience
- Willingness to be trained as a Community Health Worker, Application Assister, and in the SOAR method
- Must be willing to travel on a regional basis; position will spend much of the time out in communities and conducting intensive in-home services using a home visiting model
- Reliable vehicle with valid driver’s license and auto insurance
- Understanding of and commitment to the Housing First model

Hours
This a full-time, non-exempt position at 37.5 hours per week. Hours generally are worked Monday-Friday during normal business hours with the potential for occasional irregular hours.

Wage Range
$15.38 - $19.49 per hour

Benefits Package
- Vacation time accrued monthly as follows: Full time employees are eligible for ten (10) paid vacation days for each twelve (12) month working period.
- Sick time accrued monthly as follows: Full-time employees are allowed nine (9) days of medical leave from work with pay when incapacitated by personal sickness or injury, to receive a medical examination or treatment, or for illness in the immediate family.
- Insurances – health, dental, vision, group life, all paid at 100% of monthly premium
- Retirement – SIMPLE IRA participation and employer match

Note: this is grant-funded position for approximately 1 year.

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Signature                  Date