



Co-enrollment Specialist Contractor Position

The [Public Health Institute](#) at Denver Health (PHIDH), is a nationally recognized public health agency committed to innovating practice and improving health for everyone by working with communities and partners. For 160 years, Denver Health has been dedicated to its missions – providing high-quality clinical care for all, educating the next generation of health care workers, and contributing to an increased understanding of health and health care through research. Denver Health is also an anchor institution consciously and strategically applying its economic power, in combination with its human and intellectual resources, to better the welfare of its home community.

The mission of the Community Health Promotion Division (CHPD) is to make sustainable changes that achieve optimal health by investing in Denver communities. The CHPD provides population level services which further our efforts to prevent chronic diseases and unintentional injuries, provide behavioral health and tobacco prevention and education services, and to promote maternal, child and youth health. We accomplish our goals by leading collaborative changes in policy, systems and environments that result in improved health and by responding innovatively with programs that meet community needs. The Community Health Promotion Division has a strong commitment to community involvement to achieve health equity in the Denver metro area.

CHPD is composed of employees from a variety of backgrounds, representing an assortment of disciplines, identities, experiences, and approaches to public health practice. The Co-enrollment Specialist Contractor will oversee the implementation, maintenance and sustainability of a clinical workflow that includes education, resources, and enrollment services for the Earned Income Tax Credit (EITC) and Child Tax Credit (CTC). They will be supported by team members from both the CHPD and within Ambulatory Care Services of Denver Health.

The team is committed to bringing justice and equity to public health in powerful ways- from our everyday interactions to our long-term strategic plan and community engagement. This is a dynamic time for our Division, PHIDH, and the Denver Health enterprise. We are seeking inquiries and applications from talented leaders who share this commitment.

PHIDH actively strives to incorporate racial equity and social justice in our work. Our goal is to contribute to the creation of a fair and just community to ensure everyone has the opportunity to live the longest and highest quality of life possible. At PHIDH, we don't just accept differences - we celebrate them and recognize that our differences are the backbone of public health innovation. We work to attract, develop, and retain highly qualified individuals representing the diverse communities where we live, work, and thrive.



The Co-enrollment Specialist Contractor will be a member of the Chronic Disease Prevention Program within the Community Health Promotion Division. Under general supervision, this position provides content expertise and coordination for co-enrollment of the EITC and CTC within Denver Health. Assists with the day-to-day planning and implementation of program objectives. Analyzes and tracks project deliverables and schedules and ensures program and specific projects operate in compliance with grant and funding objectives. Establishes and achieves program/project goals and objectives. Develops and modifies work plans and sets priorities. Ensures a constant focus on continuous improvement to achieve goals and objectives. Co-enrollment is about uplifting a patient-centered model that emphasizes convenience and stronger coordination so individuals and families can easily co-enroll in programs they are eligible for while on the Denver Health campus receiving other services. This integrated model not only improves customer experience with Denver Health and government benefit programs, but it also reduces poverty and improves health and development of Denver residents.

This position will focus on the following areas:

- Understand the current clinical workflow and available data
- Build relationships with external partners (Colorado Department of Public Health and Environment, Code for America, etc.)
- Implement quality improvement processes to increase efficiency of the workflow and reach
- Collaborate with individuals and teams across sectors and internal to Denver Health (health care, public health, workforce development)
- Influence a complex set of processes, policies, and systems that comprise filing for and benefiting in tax credits
- Support systems improvement which allows eligible Denver families and individuals to leverage economic security programs (such as EITC and CTC) to improve their health and wellbeing.

Essential Duties and Responsibilities

1. Coordinates and implements the grant program activities.
2. Determines work plans, activity tracking, and monitors deliverables.
3. Assists with management of grant budgets and subcontracts and ensures compliance.
4. Monitors and tracks subcontractor activities, implementation, and compliance as assigned.
5. Prepares necessary and required reports to management, funders, and the community.
6. Provides content area expertise to project team.
7. Facilitates meetings and events.
8. Develops and maintains effective partnerships using a collaborative leadership approach.
9. Develops and supports community and partner engagement.
10. Ensures that all efforts are equitable, inclusive, and support diversity.
11. Attends and actively participates with community boards and coalitions.
12. Works collaboratively across Denver Health and Denver Public Health, as needed, to coordinate programmatic goals within required timelines
13. Identifies new opportunities for partnerships.
14. Participates in cross-training and cross-coverage, as needed, and determined by supervisor.
15. Other duties as assigned.



Minimum Qualifications

Education and Experience

1. Bachelor's Degree preferred
2. At least two (2) years of program coordination or experience in healthcare, social services, non-profits, or related field required. Program management experience within public health, social services, non-profit or a healthcare environment preferred.
3. In lieu of a Bachelor's degree:
 - a. Associate's degree and 5 years related experience required.
 - b. High school/ GED and 7 years related experience required.

Knowledge, Skills and Abilities

1. Demonstrated ability to work collaboratively.
2. Excellent interpersonal and organizational skills.
3. Knowledge of and ability to communicate in a public setting and conduct community outreach efforts and educational programs.
4. Ability to facilitate effective, collaborative meetings.
5. Ability to monitor and assess program progress and adapt as necessary to achieve optimal results.
6. Ability to communicate effectively one to one as well as within a group, delivering engaging, informative, well-organized, and instructive information.
7. Works effectively and collaboratively with cross content and cross disciplinary staff.

Hours: 40 hours/week, some evenings, and weekends.

Anticipated Start/End Date: April 2022 -March 2023. This 40 hours/week position is entirely grant funded (~12 months). *There is potential to extend beyond March 2023 and become a salaried position.*

Hourly Pay: \$25-\$28 depending on experience.

Position Type: Contractor Benefits: May be negotiated after 90 days.

Applications Accepted Until: Applications will be accepted until a qualified pool of candidates is secured. It is expected acceptance of applications will conclude by March 18th, 2022.

Work Environment: The contractor will be provided everything necessary to work effectively both remotely and in-person depending on the COVID-19 guidance for health and safety. For in-person setup, a desk space that includes a computer with two screens and an office phone. The computer will be set up with all the necessary software the associate will need (Microsoft Word, Excel, PowerPoint, and Outlook (and any additional programs by request). The office will provide full access to printing,



copying, faxing, and scanning. PHIDH laptops will have remote access to allow the contractor to access PHIDH network, drives, virtual meeting software, and document archives. The contractor will have access to applications for his/her phone and personal computers and laptops that allows for secure remote communication. Personal laptop strongly encouraged due to supply chain issues with ensuring a PHIDH laptop will be available. All the necessary supplies will be provided through our administrative support team. PHIDH includes multiple administrative staff that provide support, orientation, introduction to internal staff, supplies, and other logistical needs. PHIDH offers monthly and quarterly trainings on quality improvement as well as sharing examples and resources on advancing healthy equity in our communities.

Contact/Send Resume and Cover Letter: Brittany.Goldstein@dhha.org with the **Subject: Co-enrollment Specialist Contract Position.**