

COOS COUNTY JOB ANNOUNCEMENT

HEALTHCARE OUTREACH SPECIALIST Coos Health & Wellness

This position assists Oregon Health Plan clients with eligibility assessment and application completion. Selected candidate will be required to successfully pass a DHS background check.

\$3,901 - \$4,563 per month (July 1, 2026 wages)
\$22.50 - \$26.32 per hour

DEPARTMENT: COOS HEALTH & WELLNESS

GENERAL STATEMENT OF DUTIES: Please refer to the attached position description.

APPLICATION PROCEDURE: Coos County Application **REQUIRED**.

Apply to: Coos County Human Resources Department, Courthouse

By mail: 225 N. Adams
Coquille, OR 97423

By fax: (541) 396-1012

By email: humanresources@co.coos.or.us

CLOSING DATE: Open Until Filled

****Equal Opportunity Employer****

Posted: Coquille Courthouse
CHW Building
Indeed.com

Email All Coos County Employees
County Website

NOTE: Under provision of the Immigration Reform and Control Act of 1986, Coos County requires that any person hired or rehired to provide evidence of identity and eligibility for employment.

DESCRIPTION OF POSITION

Revision Date 6/16/2026

1.	Classification Title: Health Care Outreach Specialist
2.	Working Title: Health Care Outreach Specialist
3.	Department: Coos Health & Wellness – Administration
4.	Pay Grade: 416 Position Is: Full Time <input checked="" type="checkbox"/> Part Time <input type="checkbox"/> Extra Help <input type="checkbox"/> Seasonal <input type="checkbox"/> Other _____ Excluded from Bargaining Unit? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> AFSCME Eligible for Overtime? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
5.	What is the purpose of this position? Provides outreach and enrollment assistance for publicly sponsored health insurance and assistance programs serving pregnant women, families, individuals, and children. Assists clients in accessing healthcare services, benefits, and community resources through eligibility screening, referrals, advocacy, and case management support. Maintains program documentation and records, collects required data, and supports reporting activities. Participates in outreach efforts and collaborates with healthcare providers, community organizations, and public agencies to improve access to services and resources for underserved populations.
6.	Essential functions of position. (Reason position exists is to perform these functions.) List duties that must be performed to accomplish the purpose of the position. <ul style="list-style-type: none">• Assists Oregon Health Plan clients with eligibility assessment and application completion. Will also assist clients with other public insurance/assistance.• Provides/promotes screening of clients for eligibility and appropriate program placement.• Triage incoming referrals and directs clients to appropriate programs, benefits and services.• Assesses health and social needs of clients; facilitates enrollment and initial appointments for health care services; provides referrals to other appropriate organizations/services.• May be asked to serve on various committees and task forces concerned with system development. Works with healthcare providers, public agencies, and community organizations to promote available programs and improve access to healthcare services for eligible individuals and families. Promotes outreach services to the community.• Promotes Coos Health & Wellness programs to community members, community partners, and agencies.• Facilitates coordination of services when multiple agencies are involved with child/family to enhance child and family functioning and service delivery.• Provides case management; assesses client needs; and assists children/families in accessing available benefits, services, and resources.• Participates in trainings as required and maintains current knowledge of program requirements and best practices. Implements program objectives, and follows established policies and procedures.• Keeps accurate records; collects, compiles, and enters data for reports; assists with County, State, and Federal reporting requirements, as requested.• Meets with state staff for program site reviews.• Maintains clients' records per protocol. Completes clear, organized accurate and timely charting and billing documentation.• Maintains all applicable professional, legal, and ethical standards including confidentiality and informed consent requirements.• Other duties as assigned by Manager.

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7.	Supervision This position is supervised by the Integrated Care Manager. This position does not supervise personnel.
8.	List the minor duties assigned to this position. <ul style="list-style-type: none">• Participates in staff meetings, community meetings, and outreach activities as assigned.• Participates in required trainings and in-services.• Represents and collaborates with other CHW departments and other agencies in a positive manner.• Accepts delegation of tasks and follows through with assigned tasks.• Provides education to community members.• Participates in MAC time studies as assigned.• Participates in public health preparedness events and trainings as assigned.• Assists with Front Desk duties as needed
9.	Working conditions of position. <ul style="list-style-type: none">• Usual schedule: Monday - Friday, 40 hours per week, 8:00 a.m. - 5:00 p.m.• Very occasional evening meetings and/or evening or week-end functions (such as health fairs).• Occasional out of town workshops/trainings, with possible overnight stays.• Sitting at a computer, using keyboarding skills, for a variety of programs.• Walking, bending, stooping, and climbing stairs to access community sites.• Transporting equipment to/from outreach locations including lifting up to 20 pounds.
10.	List required special skills, licenses, certificates, etc. <ul style="list-style-type: none">• Bachelor's degree in health and human services or related field preferred. A combination of relevant education, training, and experience working in a similar position may be substituted. Experience providing case management, outreach, enrollment assistance, or client services is desired.• Preference may be given to candidates who are bilingual and able to speak, read, and/or write Spanish.• Must be able to accurately interpret and adhere to program protocols and policies.• Must have experience in providing services and ability to establish positive rapport with culturally diverse clients. Must relate effectively to individuals of varied age, ethnic, socio-economic, and cultural groups; possess the ability to exercise tact, discretion and judgment in working with a variety of people.• Must be able to assess client needs, identify appropriate services and resources, and assist clients in accessing benefits and support based on their individual circumstances.• Must be able to remain calm and emotionally available in an environment serving at-risk families.• Must have the ability to communicate effectively, both orally and in writing, with individuals, small groups, and large groups using good grammar, spelling, and punctuation.• Must possess the ability to establish and maintain positive, professional, and congenial working relationships with staff, clients, and community partners.• Must possess excellent time management skills, be able to prioritize tasks in a fast-paced environment, be able to work efficiently and independently with little supervision to meet program expectations and timelines, and be flexible and adaptable to fluctuating priorities.• Must be willing to receive and act upon feedback.• Must be proficient in Windows and Microsoft Applications.• Must have a valid Oregon Driver's License (or ability to obtain one) with a good driving

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record.

- Must successfully pass a criminal background check.

11. Is operation of motor vehicle required? Yes No

12. List equipment, tools, machines used in performance of duties. Operation of an IBM compatible computer and related programs such as Microsoft Word, various databases, e-mail, and other programs, cell phone, telephone, satellite phone, fax machine, photocopier, digital camera or video recorder.