



BILINGUAL BENEFITS COORDINATOR JOB DESCRIPTION

Reports to: NAS Programs Manager

Position Summary: Under supervision of the NAS Programs Manager, the Benefits Coordinator performs outreach to the community and assists eligible individuals and families to increase their knowledge of and access to public benefits including TANF, Food Stamps, and medical assistance.

Duties include:

1. Assists clients to sign up for public benefits using the Health-e Arizona online application.
2. Processes online applications, submits applications to DES, and performs follow up with DES and clients.
3. Educates clients on affordable health care resources including AHCCCS and KidsCare.
4. Recruits individuals and families, with particular emphasis on uninsured or underinsured families.
5. Works as a team to provide participant centered services, including providing information and referrals to participants, identifying other resources either within AZCEND or in the community.
6. Conducts client intake/registration for emergency and supplemental food as needed.
7. Conducts client outreach for the agency in the community.
8. Serves an advocate by providing information to individuals and groups on AZCEND's mission, programs and services.
9. Attends program-specific meetings and represents the agency in the community.
10. Assists in developing, preparing, and implementing the course of action and service strategies appropriate for achieving program outcomes.
11. Documents services provided and prepares activity and mileage reports in accordance with agency policies and procedures.
12. Assists with general upkeep and cleanliness of the facility.
13. Keeps NAS Programs Manager informed of trends, concerns, successes, and other issues requiring attention.
14. Other duties as assigned.

Qualifications and Experience:

- Bachelor's Degree in Education, Social Service, or related field.
- Two years related work experience in a human services setting providing direct services to the public is preferred.
- A combination of post-secondary education and related work experience that totals a minimum of four years (combined) may be considered in lieu of a Bachelor's degree.
- Strong oral and written communication skills and able to interface with internal and external customers.
- Strong presentation skills.
- Fluency in English and Spanish required.
- Strong computer skills including Internet and Microsoft Office applications (Word, Excel) and internet-based applications.
- Strong organizational skills.
- Works well independently with minimum supervision.
- Valid Arizona Driver's License
- Current Automobile Insurance

Please email resume to info@azcend.org