

Job Classification: Non-Exempt, Full-Time

**This is a three year grant funded position

As with other Cover Kansas Navigator staff positions, funding for the position is dependent on continued federal Navigator Grant funding beyond 2024.

Reporting Relationship: Cover Kansas Project Specialist

Schedule: Monday through Friday, 8:00 am to 5:00 pm (or similar schedule)

Who We Are: Community Care Network of Kansas

Community Care Network of Kansas (Community Care) strives to make sure all Kansans have access to high-quality, community-based, whole-person health care close to home.

We are a statewide association made up of a network of Community Care clinics. Our members serve as the community resource at the local level, dedicated to ensuring the best medical, dental and behavioral care is available to all.

Together, we are leaders in health care training, technical assistance, and public policy discussions at the local, state and federal levels. We collaborate with other health care providers, foundations and individuals who collaborated to educate and advocate for equitable access to high-quality care for all. We believe healthy Kansans build strong and vibrant communities, which strengthens the overall quality of life in our great state.

Primary Accountabilities:

The Program Assistant will provide high-level administrative support to the Cover Kansas Project Specialist and Staff. This position will primarily assist in all areas of the Cover Kansas Project, as well as supporting all Community Care Program staff when requested.

Major Duties:

- Complete required Navigator training and achieve passing score on Navigator certification exams, and maintain certification as required by the CMS Navigator grant.
- Provide clerical and organizational support functions for the Navigator Project.
- Maintain current, accurate Navigator organization records.
- Assist in completing required reports.
- Assist with planning, organizing, coordinating and implementing of trainings and/or meetings.
- Provide administrative support in the successful implementation of the goals and objectives of the Navigator Project.
- Assist in maintaining current and accurate resource materials.
- Support outreach and enrollment efforts of the Navigator Project.
- Ensure required grant documentation is in place and available for Navigator Project.

Other Duties as Requested

- Participates as an active member of the Community Care team by developing an overall breadth of knowledge involving all of the Community Care activities and by working together to develop cooperative programs when possible.
- Performs all other duties assigned by management.



Qualifications:

- High School Diploma or GED
- Associate Degree or higher preferred.
- One to two (1-2) years of administrative support.
- Passion and commitment to improving health and social justice; experience working in/with a community health center or other non-profit clinic environment preferred.
- Proficiency with Windows operating systems and Microsoft Office suite; ability to learn additional software applications.
- Strong interpersonal skills and ability to build relationships with staff, board members, external partners, legislators and state officials, and funders.
- Forward thinker and innovator who actively seeks opportunities, proposes solutions, and is motivated to continually improve.
- Excellent communication skills (writing, editing and public speaking) to transfer complex and technical information in a clear and concise manner.
- Detail oriented, strong work ethic, and ability to simultaneously manage multiple priorities in a dynamic, multi-faceted, fast-paced work environment.
- Ability to utilize independent judgment and discretion to create, modify, and/or monitor projects to best meet the needs of Community Care and its members, including creation and implementation of work plans, achievement of program goals/objectives/performance measures and production of high-quality deliverables.

Physical Demands:

- Regularly maintain stationary position with regular need to relocate to attend meetings internally and externally.
- Ability to read computer screens and operate computer peripherals for an extended period or the ability to discern electronic information through reasonably available accommodations.
- Regularly communicate with staff, members and stakeholders in verbally and in writing through in-person, virtual, or other communication vehicles.
- In-State travel as required.

Work Environment:

- Professional, fast-paced and deadline-oriented environment in an office setting with regulated temperatures and moderate noise level.

Additional Duties:

Additional duties and responsibilities may be added to this position description at any time. The position description does not state or imply that these are the only activities to be performed by the employee(s) holding this position. Employees are required to follow Community Care policies and procedures and maintain a professional personal appearance and workspace. Employees are required to follow any other position-related instructions and to perform any other job-related responsibilities as requested by the employee's supervisor.