



**GREENE COUNTY HEALTH CARE, INC.**  
**JOB VACANCY**  
**JOB TITLE: Outreach Enrollment Director**

---

Position: Full-Time 40 hours/week, Exempt  
Division: Outreach and Enrollment  
Location: Administration  
Reports To: COO  
Typical Work Schedule: Days, Could include nights and weekends.

---

**Summary:** The Outreach & Enrollment Director will coordinate and supervise the expansion of Greene County Health Care's current outreach and enrollment assistance activities and facilitate enrollment of eligible health center patients and service area residents into affordable health insurance coverage through the Health Insurance Marketplaces (exchanges), Medicaid or the Children's Health Insurance Program. Will help individuals and families from diverse cultures and income levels, understand and access affordable health plan options, coordinate public education activities, maintain documentation of outreach/enrollment activities for internal purposes as required by HRSA, and oversee organizational compliance with laws and regulations governing health insurance.

**Qualifications:** Bachelor's Degree in health education, public health, business, or health or social services-related field. At least three years recent experience with community, health, or social service sector in a supervisory or coordinator capacity, preferably in health insurance, eligibility, and enrollment. Experience working with families and persons from diverse cultures and income levels. Successful completion of all required and applicable federal and/or state consumer assistance training. Proficiency in written and spoken Spanish preferred.

Interested applicants should submit a GCHC, Inc. employment application to Cindy Avila, Human Resources Assistant. Send by mail to 7 Professional Drive, Snow Hill, NC 28580, by fax to 252-747-8163, or by email to [cavila@greencountyhealthcare.com](mailto:cavila@greencountyhealthcare.com).

Greene County Health Care, Inc. is an equal opportunity employer and provider.