



<b>JOB TITLE</b>	<b>Client Benefits Advocate</b>
<b>VOLUNTEER DEPT. CONTACT PERSON</b>	<b>Lauren Chandler</b> (503) 535-3840 <a href="mailto:laurenc@outsidein.org">laurenc@outsidein.org</a>
<b>COMMITMENT</b>	12 HOURS PER WEEK FOR 3 MONTHS OR MORE, MONDAYS, THURSDAYS AND FRIDAYS 9:00-1:00
<b>PURPOSE</b>	To assist Health Access Coordinator with the development and implementation of a state, county and federal benefits eligibility program at a homeless and youth clinic. A major focus will be providing SSI/SSDI Outreach and Recovery (SOAR) application services directly to clients.
<b>PROGRAM</b>	<b>Health Access</b>
<b>DUTIES</b>	<ul style="list-style-type: none"><li>• Conducting research on benefits and eligibility guidelines applicable to our client population.</li><li>• Completing Benefits applications from start to finish with homeless clients.</li><li>• Assisting in the development of efficient and effective procedures using the SOAR model.</li><li>• Interacting one-on-one with patients, providers, hospitals, clinic staff and other social service agencies.</li><li>• Using a variety of advanced computer programs including MS Office and EMR's.</li><li>• Assisting in providing complete wrap-around social services for our clients.</li></ul>
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"><li>• Strong computer skills, especially MS Office.</li><li>• Excellent writing skills.</li><li>• Educational or experiential background working with diverse, underserved populations.</li><li>• Excellent communication, interpersonal and teamwork skills.</li><li>• Detail-oriented and efficient.</li></ul>
<b>REQUIRED TRAININGS</b>	<input checked="" type="checkbox"/> Complete computerized HIPAA training <b>prior to starting</b> <input checked="" type="checkbox"/> New Worker Orientation <input checked="" type="checkbox"/> Blood Borne Pathogens
<b>RECOMMENDED TRAININGS</b>	<input type="checkbox"/> CPR/First Aid - <b>minimal fee</b>