



Whatcom Alliance for Health Advancement  
AmeriCorps Service Placement Announcement  
“Healthy Futures” Health Equity Intern  
June 12, 2018

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The Whatcom Alliance for Healthcare Access (WAHA), a local nonprofit organization, is seeking an AmeriCorps “Healthy Futures” Health Equity Intern. This intern will work primarily with clients within the WAHA service area through one on one appointments and public outreach events. The AmeriCorps interns will assess a client's health disparities and access to care and determine the best course of action in breaking down the client's barriers to accessing adequate and affordable healthcare coverage, community resource services, end of life care, advance directive counseling, and primary care.

Review process begins July 2nd. See full service description below for more information about the position. For full consideration, email cover letter addressing qualifications, resume and completed WAHA employment application to [info@whatcomalliance.org](mailto:info@whatcomalliance.org). Applications accepted by email only.

Visit [www.americorps.gov](http://www.americorps.gov) and [www.esd.wa.gov/washingtonservicecorps](http://www.esd.wa.gov/washingtonservicecorps) to learn more about AmeriCorps and the Washington Service Corps. Individuals selected for an interview will be required to complete an AmeriCorps application in addition to the WAHA application.

## JOB DESCRIPTION

**Position:** AmeriCorps “Healthy Futures” Health Equity Intern. This is a 10.5 month service position starting September 1, 2018, contingent on funding.

**FTE status:** Hourly non-exempt; 1.0 FTE (40 hours/week). Member must serve a minimum of 1700 hours.

**Salary/Benefits:** \$ 5,920 Education Award after completion of service  
\$1,307 gross monthly living allowance  
Federal loan forbearance—the government pays for accrued interest during term of service (pending federal approval)  
Health benefits (AmeriCorps member only)

**Reports to:** Connector Services Manager

### Qualifications:

- High school diploma or the equivalent; college degree in a health or human services field preferred.
- Interest in learning about and improving health insurance and care systems; experience preferred.
- Strong interpersonal and communication skills.
- Experience in health/social services, counseling, or customer relations preferred.
- Reliable transportation as driving for outreach work is preferred.

### Additional requirements of AmeriCorps:

- Pass criminal background check.
- U.S. Citizen or Lawful Permanent Resident.

### Position Summary:

The AmeriCorps “Healthy Futures” Health Equity Intern will play a critical role in assisting with providing health insurance and care connection services to clients, conducting community outreach, and carrying out other projects to increase health care access.

### Roles and Responsibilities:

The AmeriCorps Member will collaborate with the Connector Services Team (including a second AmeriCorps member), playing a critical role in supporting WAHA's mission of connecting community members to health care services.



**Whatcom Alliance for Health Advancement**

800 E. Chestnut, Lower Level, Suite 2  
Bellingham, WA 98225

360 788.6594 | TTY 800.833.6388 | info@whatcomalliance.org

[www.whatcomalliance.org](http://www.whatcomalliance.org)

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## **Direct Services:**

Assist clients in person, on the phone and/or by email with obtaining health insurance and healthcare connection services. Direct service duties include:

- Screen for health insurance eligibility and local healthcare access programs
- Conduct in-person application assistance for Medicaid, Medicare, Bridge Assistance and other health insurance and/or access programs. Follow tracking protocols to monitor client application status and respond to barriers which prevent approval.
- Explain eligibility and answer questions about Health Care Reform
- Establish trust and appropriately gather sensitive and confidential client information to educate clients regarding ways to access to healthcare services. Problem-solve as needed given clients' individual needs and circumstances.
- Educate clients on health insurance and assist client in establishing a primary care doctor.
- Provide client-centered information and facilitate referrals to other community resources and programs.
- Educate clients about End of Life care and Advance Directive counseling.
- Maintain organized, thorough and timely documentation of services provided; assist in preparation of monthly and quarterly reports, as requested
- Work independently as well as collaboratively with other team members
- Other duties as assigned

## **Outreach and Support:**

- Participate in community outreach to civic groups, schools, faith communities, small businesses and others as deemed appropriate
- Attend local and regional enrollment events to assist consumers in gaining access to health care coverage

## **Required AmeriCorps Training:**

- AmeriCorps Affiliation and Program Orientation (provided by Washington Service Corps)
- Volunteer Recruitment, Management and Recognition
- Effective Communication
- Cultural Competency
- Life After AmeriCorps

## **NOTE:**

### **Office Conditions/Physical Requirements:**

Work is performed in an office environment. The office is very fast-paced with many deadlines to meet. Potential exposure to repetitive stresses due to prolonged use of computers. Stress associated with receiving multiple tasks from various individuals may occur.

Sufficient mobility is required for the use of office equipment such as computers, telephones, files and the copier. Sitting for extended periods of time as well as lifting a maximum of 30 pounds (file storage boxes, supplies, etc.) may be required. The ability to hear and communicate at a level sufficient to perform the essential functions of the position is required.



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**Site Specific Description:**

Our mission is to connect people to health care and facilitate the transformation of the current system into one that improves health, reduces cost, and improves the experience of care. We are driven by our two-part mission of providing local access services, while fostering public participation and meaningful system change.

WAHA has twelve staff members plus more than 20 volunteers who are very committed to WAHA’s mission and programs. The AmeriCorps member is considered a team member alongside the staff and is included in staff meetings, trainings and office-wide communications.

**Hours of Service:**

Day of Week	Location of Service*	Time	Lunch	Location of Service	Time
Sunday*					
Monday*	Bellingham	8:30am-12pm	12-12:30pm	Bellingham	12:30-5:00pm
Tuesday*	Bellingham	8:30am-12pm	12-12:30pm	Bellingham	12:30-5:00pm
Wednesday*	Bellingham	8:30am-12pm	12-12:30pm	Bellingham	12:30-5:00pm
Thursday*	Bellingham	8:30am-12pm	12-12:30pm	Bellingham	12:30-5:00pm
Friday*	Bellingham	8:30am-12pm	12-12:30pm	Bellingham	12:30-5:00pm
Saturday*					
*occasional weekend & evening events in various county locations		Total Hours for the Week:		40	

**Who to Report To:**

The AmeriCorps Intern will report directly to the Connector Services Manager at WAHA. The AmeriCorps Intern will be expected and supported in his/her need to attend appropriate AmeriCorps trainings or attend to AmeriCorps duties. Should AmeriCorps duties conflict with service site duties, every effort will be made between the member and the service site to come to an agreement that works for both parties.

The statements contained herein reflect general details as necessary to describe the principal functions of this position, the level of knowledge and skill typically required and the scope of responsibility but should not be considered an all-inclusive listing of service requirements. Individuals may perform other duties as assigned.

It is the policy of the Whatcom Alliance for Healthcare Access to not discriminate against any person regarding race, color, religion, sex, age, national origin, sexual orientation, gender identity or expression, marital status or physical or mental disability.

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_



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