

JOB DESCRIPTION

HEALTH EXCHANGE NAVIGATOR Full Time

General Function: Under sub-contract with the Community Service Society the staff member will provide information and assistance to consumers applying for health care coverage under New York State's Health Exchange Program

Reports to: Program Director

RESPONSIBILITIES:

A. Direct Services

- The In-Person Assistor/Navigator will be responsible for enrolling New York consumers and small businesses into coverage through the New York State of Health Marketplace.
- Identify and establish partnerships for client recruitment and referral.
- Provide in-person health insurance enrollment and renewal services to individuals and small businesses through the New York State of Health Marketplace (Marketplace).
- Meet with and educate individuals and small businesses about the Marketplace and the types of health insurance programs offered through the Marketplace, including Medicaid, Child Health Plus, the Essential Plan, and Qualified Health Plans.
- Assist potential enrollees with grievances, complaints or questions regarding their health coverage or a determination related to their coverage.
- Inform enrollees of their rights to appeal decisions on their eligibility and enrollment into insurance.
- Provide information in a fair and impartial manner which is culturally and linguistically appropriate, and disability accessible, for the populations being served under the Marketplace, including individuals with limited English proficiency.
- Meet requirements set by funding sources and by the agency, including timely submission of project reports and all required data entry.

B. Community Relations

- 1) Representing the agency at Community meetings and events regarding health care coverage
- 2) Outreach to Community Based Organizations to arrange for satellite locations in Westchester and Putnam Counties.
- 3) Public Relations and Outreach to promote the program and Westchester Disabled on the Move
- 4) Other duties as assigned by the Executive Director.

QUALIFICATIONS:

A minimum Bachelors Degree in a human service field and/or experience working with disability and/or health care issues. Masters Degree in Social Work a plus. An interest in disability rights and advocacy. Ability to understand and interpret complex administrative and legal directives

The ability to travel in the Westchester-Putnam region using own means of transportation.

Bi-lingual English/Spanish a plus

PLEASE DO NOT CALL. EMAIL RESUME TO AND COVER LETTER TO SANDRAG@WDOM.ORG