Job Announcement

Job Title: Health Access Assister
Organization: Utah Health Policy Project

Abbreviated Job Description:
Health access assister will help people to access health care. Requisite training for certificate and licensure will be provided. Health Access Assister will participate in outreach and education activities in Salt Lake area.

Health access assister Responsibilities:
1. Enroll individuals and families. Conducts one-on-one and family education on topics such as public program eligibility, benefits and importance of health care coverage; health care navigation; and importance of a medical/health care home. Provide information and services in a fair, accurate, and impartial manner. Such information must acknowledge other health programs such as Medicaid and CHIP. Facilitate selection of a Qualified Health Plan (QHP). Provide information in a manner that is culturally and linguistically appropriate to the needs of the population being served by the Marketplaces, including individuals with limited English proficiency, and ensure accessibility and usability of Health Access Assister tools and functions for individuals with disabilities in accordance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act. Act as liaison between consumers and Department of Workforce Services Eligibility Workers. Act as advocate on behalf of consumers’ best interest.
2. Provide outreach and education to the community. Maintain expertise in eligibility, enrollment, and program specifications. Conduct public education activities to raise awareness about the health insurance options in planning of targeted outreach and awareness activities. Participate in monthly meetings with other Health Access Assisters.
3. Assist with grant management. Implement program plans and grant expectations as indicated in relevant work plans. Collect and track select consumer information for specific enrollment/retention interventions to evaluate plan success and client results. Assist in the preparation of progress reports and other reporting requirements. Adhere to all relevant federal and state policies and procedures and those of the project grantee. Other duties as assigned.

Qualifications:
Education: Bachelor’s degree in related field or similar experience preferred

Effective Communication: Speak, listen and write in a clear, thorough and timely manner.

Adaptability: Demonstrate a willingness to be flexible in changing environment while maintaining effectiveness and attention to detail.

Relationship Building: Positive mindset and ability to maintain strong working relationships with coworkers, consumers, and other community and government partners.
Background Knowledge: Knowledge of federal and state health care programs; computer experience with database programs preferred

Experience: Health insurance enrollment experience preferred

Self Starter/Problem Solving: Comfort level and desire to work independently to initiate and carry out job duties

Salary and Benefits:
• Full-time at $14-$18 per hour D.O.E.

Equal Opportunity Employer:
UHPP is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status/

Interested applicants should send cover letter and resume to:

Randal Serr
randal@healthpolicyproject.org

Closing date: rolling