

Utah Health Policy Project (UHPP) is a nonpartisan, nonprofit pursuing sustainable solutions for underserved Utahns. UHPP supports a relaxed, fun environment, with a motivated and passionate staff.

UHPP is seeking community-oriented professionals to be part of exciting program expansion to promote access to health care in Utah's underserved communities. This job is a great opportunity to expand your horizons while feeling good about helping your community. On the job training is provided.

Health Access Assister Job Description:

- Enroll individuals and families in health insurance coverage. Set monthly enrollment goal with supervisor.
- Foster and maintain community partnerships to assist organizations with Medicaid, Medicare, Children's Health Insurance Program and/or Federal Insurance Marketplace (healthcare.gov) outreach and enrollment.
- Conduct one-on-one and family education on topics such as public program eligibility, benefits, and importance of health care coverage; healthcare navigation; and importance of a medical/health care home.
- Establish embedded relationship with third party community partner sites to generate consistent flow of outreach and enrollment opportunities.
- Possess or obtain broker insurance producer license and become appointed as a UHPP broker with all relevant health plans; maintain continuing education requirements and licensure.
- Provide information and services in a fair, accurate, and impartial manner.
- Facilitate selection of a health plan.
- Provide information in a manner that is culturally and linguistically appropriate to the needs of the population being served 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.
- Protect personally identifiable information (PII) to standards set in UHPP policy.
- Act as liaison between consumers and Department of Workforce Services Eligibility Workers.
- Act as advocate on behalf of consumers' best interest.
- Maintain expertise in eligibility, enrollment, and health coverage program specifications.
- Conduct public education activities to raise awareness about the health insurance options in planning of targeted outreach and awareness activities.
- Participation in weekly staff meetings and other relevant meetings.
- Possess reliable vehicle to travel to various enrollment sites.
- Comfort level with using technology to conduct outreach, enrollment and other work duties remotely through IT like Microsoft Outlook, Teams, document signing programs, etc.
- 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.
- Utilize database tool to conduct case management and assist in the preparation of progress reports.
- Adhere to all relevant federal and state law, policies and procedures.
- Other duties as assigned.

Qualifications

- Education: Bachelor's degree in related field or similar experience preferred; but not required.
- Effective Communication: Communicate 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 co-workers, 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 or related enrollment assistance experience preferred.
- Self-Starter/Problem Solving: Comfort level and desire to work independently to initiate and carry out job duties. Self-accountability for getting the job done.
- Language: English and second language preferred but not required.

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.

Benefits

- Dental Plan
- Simple IRA
- Full-time Employees receive 10 paid planned holidays, 3 paid floating holidays, and start with and additional 15 paid days vacation time
- Full-time Employees receive 5 paid sick days
- UHPP also observes a reduced schedule during the winter holiday season—approximately half-time—approximately 4 additional paid days off
- Access to robust affordable options on subsidized and flexible ACA Marketplace (approximate cost on lookup tool: <https://www.kff.org/interactive/subsidy-calculator/>); potential employer health care cost offset for premiums

Wages

- \$17.50 - \$20.50 per hour, based on education and experience
- Annual performance bonus pay up to 5%
- Potential Overtime (paid at time and a half)

***hiring for 10 positions will be done in three phases (March 1-15, April 15-30, and May 15-30) applicants are encouraged to not delay submitting application as earlier hire date potential**

***Send cover letter and resume to rene@healthpolicyproject.org**