

Brief 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 County. This position is typically Monday through Friday with some weekend or evening work on occasion. Bilingual Spanish speaker preferred. Work or volunteer experience with people justice involved, unsheltered population, substance use disorders and mental health preferred. Currently remote work until further notice to return in person work. Travel within 45-minute radius may be required.

Health Access Assister Responsibilities

- 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; healthcare 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.
- 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 weekly staff meetings and Take Care Utah meeting (via Teams). Must have reliable vehicle to travel to various enrollment sites (once in person work resumes)
- 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.
- Foster and maintain community partnerships to assist organizations with Medicaid, Children's Health Insurance Program and/or Federal Insurance Marketplace (healthcare.gov) outreach and enrollment. Assist individuals and families with education and understanding of health coverage.
- 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 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 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.

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.

Pay Range:

\$15 to \$18 per hour based on experience.

How to apply:

Send resume and cover letter to allison@healthpolicyproject.org