

POSITION DESCRIPTION  
**HEALTH NAVIGATOR**

<b>Location:</b>	Varies within Montgomery and Prince George Counties
<b>Type of Position:</b>	Grant Funded
<b>Start Date:</b>	Flexible
<b>End Date:</b>	June 30, 2014 – with the possibility of an extension
<b>Salary:</b>	\$21.44 per hour
<b>Hours:</b>	40 hours per week, hours vary
<b>Reports to:</b>	Lead Navigator

**SUMMARY:**

ATHENA Consulting seeks a full time **Navigator** to provide outreach and enrollment assistance for the Montgomery County Department of Health and Human Services Connector Program. The Connector Program will educate and enroll uninsured Montgomery County and Prince George’s County residents and small business groups in health insurance options through *Maryland Health Connection*. This position must obtain and maintain certification from the State. Please note that this position is grant funded and may only be available for up to one year.

**MINIMUM QUALIFICATIONS:**

1. Bachelor's Degree, with 2 years experience working directly with clients, customers, or in community outreach role.
2. Must successfully complete Certification Training to be provided by the State.
3. Experience in benefit eligibility or enrollment and/or work experience as an Enrollment Service Representative preferred.
4. Ability to communicate effectively orally and in writing.
5. Proficient in Microsoft Office Suite including Word, Excel, Access, Power Point, and Adobe PDF Professional.
6. Able to work independently and in a team environment.
7. The ability to effectively collaborate with co-workers and clients face-to-face and in meeting settings is required.
8. Bilingual proficiency in one or more of the following languages is a plus: Spanish, Chinese, Vietnamese, Korean, French, Kru, Ibo, and Yoruba.
9. Must own a reliable car and have a valid driver’s license.
10. Must be able to work nights and weekends.

**JOB RESPONSIBILITIES:**

The successful candidate must have the following characteristics:

1. Very knowledgeable of the healthcare environment and understanding of medical insurance process.
2. Ability to be self-directed and interact professionally across multiple disciplines.
3. Ability to communicate with partner organizations, providers, and customers.

The main responsibilities of this position are to:

1. Conduct education and outreach to uninsured individuals and small businesses.
2. Distribute information regarding Maryland's health insurance exchange, including eligibility requirements for applicable federal tax subsidies and cost-sharing assistance; eligibility requirements for Medicaid and Maryland Children's Health Plan (MCHP), and Qualified Health Plans (QHP); and how to enroll in Medicaid, MCHP or QHPs in the exchange.
3. Distribute information regarding the Small Business Health Options Program (SHOP) Exchange, including:
  - o Options with respect to employer and employee choice;
  - o Procedures for enrolling in qualified plans;
  - o The availability of applicable tax credits and how to apply.
4. Facilitate plan selection based on the needs of the individual/family or the small business seeking health insurance coverage, assess tax implications and premium and cost-sharing requirements, application submission, renewal and disenrollment processes.
5. Facilitate eligibility determinations for QHP, Medicaid, MCHP, SHOP, and premium tax subsidies.
6. Provide referrals to appropriate agencies, including the Attorney General's Health Education and Advocacy Unit (HEAU) and the Maryland Insurance Administration (MIA), for applicants and enrollees with grievances, complaints, questions, or the need for other social services.
7. Provide all information and services in a manner that is culturally and linguistically appropriate and ensures accessibility for individuals with disabilities throughout Montgomery and Prince George's Counties.
8. Provide on-going support to clients related to these functions.
9. Frequent and extensive travel throughout both Montgomery County and Prince George's County.

**HOW TO APPLY:**

Please submit a cover letter and resume to [resume@athenaconsultingllc.com](mailto:resume@athenaconsultingllc.com). Specify "NAVIGATOR" in the email subject line.

Please, no phone calls or email correspondences. Applicants determined to meet the qualifications and requirements for this position will be contacted by a member of our recruitment team.

Athena Consulting, LLC offers a competitive benefits and compensation package. Athena Consulting, LLC is an Equal Opportunity Employer (EOE).