

POSITION DESCRIPTION
HEALTH ASSISTER

Location:	Varies within Montgomery and Prince George’s Counties
Type of Position:	Grant Funded
Start Date:	Flexible
End Date:	June 30, 2014 – with the possibility of an extension
Salary:	\$20.14 per hour
Hours:	40 hours per week, hours vary
Reports to:	Lead Assister

SUMMARY:

ATHENA Consulting seeks a full time **Assister** to provide education and outreach for the Montgomery County Health and Human Services Connector Entity Program. The Connector Entity Program will educate and enroll uninsured Maryland residents and small business groups in health insurance options through the Maryland Health Connection. This position must attend and pass training provided by the State. Please note that the position is grant funded and may only be available for up to one year.

MINIMUM QUALIFICATIONS:

1. Bachelor's Degree, with 1 year experience working directly with clients, customers or in a previous community outreach role **and/or** a combination of education and relevant experience.
2. Must successfully attend and complete training provided by 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 interact 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 health care 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.
2. Distribute information about Maryland's health insurance exchange, including eligibility requirements for applicable federal premium subsidies and cost sharing assistance; eligibility requirements for Medicaid and Maryland Children's Health Plan (MCHP); and how to enroll in Medicaid, MCHP, or Qualified Health Plans (QHP) in the exchange.
3. Determine eligibility and facilitate plan selection based upon the needs of the individual/family and assist with application submission.
4. Assist with application submission for initial eligibility determinations and re-determinations for Advanced Premium Tax Credit (APTC), cost sharing reduction (CSR), Maryland Medicaid, and MCHP.
5. Facilitate referrals to appropriate agencies; providing on-going support with respect to eligibility and enrollment in Maryland Medicaid and (MCHP).
6. Provide all information and services in a manner that is culturally and linguistically appropriate and ensures accessibility for individuals with disabilities throughout the region.
7. 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.
Specify "ASSISTER" 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).