



Program Enroller, Access to Care Program (Nassau County & Suffolk County, NY)

The Program Enroller (PE) is responsible for screening and enrollment of potential clients. The PE learns and remains up-to-date on health care entitlement program eligibility requirements and covered services. The PE advocates for and assists consumers in accessing the most appropriate and cost-effective comprehensive health care coverage. The PE identifies emergent needs and provides referrals to medical providers and other supportive services to promote linkage and retention in care. Duties include outreach, education, screening and assessment, referrals, enrollment and follow up.

Responsibilities

- Conduct outreach on a weekly basis to identify prospective eligible clients, including regular attendance at community networking events.
- Provide education and relay basic information on eligibility criteria and answer questions regarding the services provided by HIV Uninsured Care Programs to community providers.
- Perform screening and assessment of clients' needs.
- Document client's eligibility, obtain program enrollment, and educate clients on how the programs work with other healthcare coverage options.
- Collect client data and enter into AIRS (demographics, services encounter data and referrals).
- Provide referrals and linkage to ensure that clients are linked with case management or care coordination as needed.
- Implement health literacy universal precautions to ensure that clients served understand the information being presented to them.
- Collaborate with community providers to identify or locate clients who are lost to care, and ensure needs are addressed.
- Provide qualified HIV-positive clients, that also meet residency and income requirements, with assistance in enrolling in ADAP/ADAP Plus, Medicaid, APIC, AHIP, EPIC, Medicare Part D, Medicare Advantage, MSPs, New York State of Health Marketplace coverage, CHP, and private or employer sponsored insurance plans.
- Ensure that individuals have completed the application processes and included all documentation. Follow-up with the applicable coverage program will ensure that the application has been received, processed and acted upon.

Qualifications and Requirements

- Bachelor's degree in healthcare or human services and at least two years of qualifying experience.* A master's degree in healthcare or human services may be substituted for one year of experience.
- Must have familiarity with regional programs for enrollment in health care through the New York State of Health and an understanding of community level work and the importance of collaborating with other organizations.

Qualifications and Requirements *continued*

- Requires excellent communication and documentation skills.
- Must be bilingual (English/Spanish speaking).
- Must be available to occasionally attend events on evenings and weekends as needs arise.
- A valid driver's license and safe driving record are required.
- Must maintain valid First Aid/CPR and Narcan certification.

*QUALIFYING EXPERIENCE: verifiable full or part-time case management or case work with persons with HIV, AIDS, mental illness, homelessness, chemical dependence, chronic illnesses, or other populations of persons in need.

Work Schedule:

Monday through Friday, 35 hours per week.

8:00 am – 4:00 pm,

8:30 am – 4:30 pm, *or*

9:00 am – 5:00 pm

Benefits

Full Time Employees are eligible for:

- Medical, Dental, and Vision Insurance
- Tuition Assistance
- Flexible Spending Account
- Long-term and Short-term Disability
- Supplemental Specified Illness Coverage
- Supplemental Hospitalization Coverage
- Life Insurance
- 4 Personal Days, 10-22 Vacation Days, 8 Sick Days, 10 Paid Holidays-yearly
- 403(b) retirement plan with employer match

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For more information, call **(631) 361-9020 ext. 1105**