



## Health Insurance Advocate, Part-time (Access to Care Program, Bi-County)

The part-time Health Insurance Advocate conducts outreach and engagement, coaches consumers on self-advocacy and self-management, and accompanies clients to some appointments. Responsible for helping to identify barriers to care and implementing solutions to reduce such barriers. Provides referrals, linkage, and support. Works closely with the Program Enroller.

### Responsibilities

- Conduct outreach and engagement efforts
- Coach and encourage consumers in self-advocacy and self-management
- Assist the Program Enroller in completing screening and needs assessment
- Gather eligibility documentation needed to enroll client into affordable healthcare programs
- Provide linkage and referral to supportive services if needed
- Participate in case conferences with case managers and care coordinators
- Once client is enrolled in comprehensive healthcare, assist clients in ensuring they know how to use their new coverage
- Assist with maintenance of charts/client files

### Qualifications

- Must be able to read and comprehend program materials (8th Grade Reading Level or higher).
- Must have adequate interpersonal skills in order to motivate and assist others
- Must be able to communicate knowledgeably about the local services and systems of care.
- Must be available to occasionally attend events on evenings and weekends as needs arise with adequate notice given.
- Must be bilingual (English/Spanish speaking).
- A valid driver's license and insurance card is required.
- Must maintain valid first aid/CPR and Narcan certification.

### Work Schedule

17.5 hrs./week

### Benefits

Part-time Employees are eligible for:

- Vacation leave
- Sick leave
- 403(b) retirement plan with employer match

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