



JOB DESCRIPTION

Job Title: Health Navigator
Reports To: Benefits and Health Services Program Coordinator
Classification: Full Time - Non-Exempt, Seasonal Position
Schedule: Monday through Friday 8:30am-5:30pm
(Some Saturdays and evenings as needed)
Salary Range: \$14 - \$15 / Hourly
Date Released: October 2017

Summary:

The Health Navigator (HN) shall provide information to help clients increase their awareness of healthcare options, benefits and service. The HN will help determine applicant's eligibility for health services and assist them in the enrollment process in the Affordable Care Act (ACA) Marketplace and/or access to low or no cost primary health care services, food stamps (SNAP), Medicaid, Medicare and other public benefits available in Broward County. The HN will help reduce disparities and increase healthcare access for uninsured and underinsured individuals and families. The HN is responsible for identifying and connecting clients to appropriate services and monitoring clients' progress.

Essential Duties:

1. Facilitate healthcare enrollment services by conducting thorough screening to determine applicant's eligibility and assisting them with education and navigation in the ACA Marketplace.
2. Conduct new client intake, educate clients on the need and benefits of accessing health benefits.
3. Distribute fair, impartial information about enrollment in qualified plans and about the availability of premium tax credits and cost-sharing assistance in the exchange.
4. Develop workshops provide extensive community outreach targeting individuals with health education and navigation needs while advocating for clients.
5. Administer pre and post-test and satisfaction surveys to participants to determine program impact
6. Enter client's information in the program data base and spreadsheets in an accurate and timely fashion to allow proper reporting
7. Assist clients in completing applications and determining program eligibility according to regulations. Assist with enrollment in Medicaid and CHIP (Must be familiar with State and Federal regulations associated with benefits).
8. Conduct follow up and case management activities for clients to monitor and support their routine healthcare usage.
9. Coordinate and participate in educational workshops, community health fairs to provide health instruction and resources. Travel to community setting to deliver critical information about how to access low or no cost healthcare.
10. Under Program Coordinator supervision, participate in all program-related activities.

11. Assist clients in identifying and obtaining basic services needed for independent living; identify and make referrals to a variety of public and community agencies providing food, shelter, clothing, medical, and other services.
12. Ability to independently travel to outreach activities in Broward and Miami Dade locations for services related to the program

Grant Requirements/Record-Keeping

13. Responsible for keeping daily logs for services provided to clients and the community
14. Responsible for meeting monthly goals
15. Ability to work with a team dedicated to the execution of the program activities
16. Serve as a communication facilitator between Hispanic Unity of Florida and other agencies/funders in the community

Miscellaneous

17. Be available to work flexible hours, sometimes weekends, in order to meet the program expectations

Qualifications:

The ideal candidate will have an Associate’s Degree in Health and Human Services with two years of experience in the industry, or a High School Diploma and three years of experience in social work. Person must be energetic, reliable, and creative with bilingual written and verbal communication skills (English and Spanish)

- Previous experience in the Affordable Care Act Health Insurance Program preferred.
- Navigator and/or Certified Application Counselor Certification preferred.
- Knowledge of ACCESS Florida system and the Department of Children’s and Families (DCF) is preferred.

Additional Requirements:

1. Possession of a valid Florida Driver’s License and car insurance is required.
2. Independent travel is required.

Hispanic Unity of Florida is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the employer will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

I have read my job description and understand my responsibilities.

Employee Name, Signature _____ Date _____

Supervisor’s Name and Title _____

Supervisor’s Signature _____ Date _____

“This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.