



## Job Brief:

### Health Navigator, In Person/Field Outreach New York City

#### **Who We Are**

Hispanic Federation (HF) is the nation's premier Latino nonprofit membership organization. Founded in 1990, HF supports Hispanic families and strengthens Latino institutions through grantmaking and direct services in the areas of education, health, immigration, civic engagement, economic empowerment and the environment. Values that drive our work include equality, fairness, diversity and empathy.

#### **Who We Seek**

Hispanic Federation is seeking a Health Navigator, In Person/Field Outreach to help individuals, families and small businesses in NYC in the completion of the enrollment application in qualified health plans through the New York State of Health Marketplace with focus in the five New York City boroughs.

In this role, the Health Navigator will work out of satellite office locations at selected public library branches and community base organizations as well as our headquarters. The Navigator will be trained and certified through New York State mandated training and in-house training and must remain and up to date on any changes regarding the requirements of ACA and the Exchange. The Navigator will be responsible for a minimum number of monthly enrollments – ensuring that the public receives health coverage in a timely manner and to develop ongoing outreach and enrollment mechanisms based on the population in each of the target locations.

The successful candidate will work collaboratively with staff members of the HF, network agencies, and public programs, as well as HF's health team to identify areas of opportunity for outreach and enrollment services. The position is supervised by the Assistant Vice President of Health Operations who will provide coaching and guidance, and the position supports meeting contractual obligations, as needed.

#### **Responsibilities**

- Develop key community relationships in New York City to reach the widest target market possible for enrollment outcomes.
- Maintain highest level of confidentiality of potential enrollees as per HIPAA compliance.
- Understand, interpret, and communicate insurance information to all potential enrollees based on their medical status, family/group size and income levels.

- Utilize NYS electronic Exchange for enrollment services. Manage, track, and develop all leads through outreach and walk-ins.
- Provide education and outreach thru the community and worksites.
- Collaborate with the other program team members to share information and best practices on outreach and enrollment.
- Track all data collection including enrollments numbers; pre-enrollment logs; and events attendance, submit monthly and weekly reports on time including dashboard and site list.
- Monitor monthly enrollment goals, reporting requirements and funding contracts.
- Other responsibilities identified by Assistant Vice President of Health Operations.

### **Qualifications**

- Associate's degree is required, with at least one (1) year of community organizing including outreach, recruitment and engagement is experience preferred.
- Knowledge of the healthcare system and Affordable Care Act including Medicaid, private insurance, health insurance terminology and healthcare policy issues.
- Excellent verbal and written communication skills with fluency in Spanish is required.
- Experience providing help or resources to consumers and/or advocates on health insurance and health care access issues.
- Comfortable in public speaking and executing community trainings/workshops.
- Ability to work outside of regular business hours including evenings and weekend hours as needed.
- Proficient in Microsoft Office, specifically Word, Excel, and Outlook.
- Strong organizational skills.
- Research and data base management skills preferred.

### **Benefits:**

Salary range is from \$40,000 to \$50,000 and is negotiable and commensurate with experience; benefits package includes fully paid vacation, paid medical, dental, and vision insurance, and matching retirement plan.

### **COVID-19 Vaccination Requirements**

HF will adhere to all local, state, and federal vaccine requirements. HF requires vaccination against COVID-19 for all employees. Reasonable Accommodations based on a qualifying disability, medical necessity or sincerely held religious belief in accordance with applicable law will be considered upon request.

### **To Apply:**

Please email a cover letter and resume to [careers@hispanicfederation.org](mailto:careers@hispanicfederation.org) with "Health Navigator, In Person/Field Outreach" in the subject line. No telephone calls, and only selected candidates will be contacted.

This is a full-time position based in our New York Office and will be required to report to the office and various partner sites on a consistent basis.

Hispanic Federation is an equal opportunity employer and does not discriminate against actual or perceived race, color, religion, gender identity, gender expression, age, national origin, creed, disability, marital status, sexual orientation and/or other protected categories.