



AIDSAlabama
Housing Is Healthcare

Job Description ~ Open Position

Enroll Alabama Navigator (Birmingham, AL)

Reports to	Enroll Alabama Assistant Project Director
Benefits Include	Zero cost for single/individual BCBS Medical, Life, AD&D, STD, and LTD; Cafeteria Plan (FSA & DCA), Dental, Vision, Retirement with 50% match; Generous Paid Time Off & Extended Leave, Fifteen recognized Holidays, and more.
Salary Range	\$35,500 (limited experience) -- \$40,000 (substantial experience), annually.
Minimum Requirements	High school diploma (or GED); Strong organizational skills and self-motivation; Comfortable working with all people, regardless of age, gender, race, religious background, sexual orientation, and health status; Ability to multi-task and take initiative with projects; Microsoft Office expertise; Willing to travel throughout a multi-county area; Training will be provided; Valid Alabama driver's license, reliable transportation, good driving record, auto insurance, and proof of COVID-19 vaccination(s); Must successfully complete pre-employment process; Candidates will be expected to start September 2023 and complete CMS training by 10/1/2023.
Overall Mission	AIDS Alabama is seeking a full-time employee to assist individuals throughout Central Alabama as a Field Navigator of Enroll Alabama, a program to enroll individuals in the Health Insurance Marketplace hosted by the Federal government.

Areas of Responsibility

1. Educate the broader community about the Health Insurance Marketplace, Medicaid, CHIP/ALL Kids, and other health insurance programs.
2. In a culturally competent manner, assist individuals in enrolling in the Health Insurance Marketplace through one of the following ways: utilizing the online website (www.healthcare.gov), paper applications, and accessing the phone-based application system.
3. Objectively help consumers choose between available health insurance plans.
4. Plan and participate in community-wide events to educate on the Health Insurance Marketplaces.
5. Partner with community-based organizations, businesses, and partners to reach out to potential consumers.
6. Stay informed on all policies and procedures that have to do with implementation of the Health Insurance Marketplaces.
7. Keep meticulous records including consent forms, applications, and statistics.
8. Set up and deliver presentations on enrollment to individuals and community partners.
9. Undergo all trainings as assigned by the U.S. Department of Health and Human Services and AIDS Alabama.
10. Help coordinate AIDS Alabama and sub-grantee Navigators in the coverage area of Central Alabama, including, but not limited to, planning outreach events and opportunities, ads/marketing and enrollment coverage during the Open and Special Enrollment Periods.
11. Take calls and schedule appointments that come in through the Enroll Alabama 800 number.
12. Maintain Enroll Alabama's social media presence.
13. All other duties as assigned.

Work Environment

1. Schedule – Work hours are full-time and may occasionally include nights and/or weekends; varies based on the needs of the consumers, the consumer's family, and the Agency.
2. Physical Requirements – May lift up to 50lbs occasionally; long periods of standing, stooping, bending, and sitting.
3. Safety/Environmental: Exposure to various cultural, racial, and socioeconomic populations.

Overall Expectations

Represent the agency through all methods of communication in a way that reflects the agency’s mission. Adhere to all AIDS Alabama, Inc. Policies, Procedures, and Guidelines (including, but not limited to, Human Resources, Finance, Operational, and Housing) as presented and as adapted. Establish a strong, solid line of communication with all levels of employees and external business partners. All employees are expected to perform and communicate openly, effectively, and professionally with staff members, consumers, and external business partners. Must be willing and able to complete all trainings in obligatory timeframes. All employees are expected to perform in a mature, professional, business-like manner. Participation in agency activities, testing events, and fundraisers is expected as necessary and requested. Be aware that breach of confidentiality is grounds for dismissal. This job description can be modified to reflect additional tasks.

AIDS Alabama expects staff to create a safe space in which all people are valued, respected, and treated with dignity; sexuality is accepted as a healthy part of being human. In such a space, all people would be celebrated for who they are and provided with the economic, educational, and social opportunities to reach their full potential.

AIDS Alabama is an equal opportunity employer

Employee’s signature

Date

Human Resources

Date