



AIDSAlabama  
Housing Is Healthcare

## Job Description ~ Open Position: *Enroll Alabama Field Navigator (Huntsville)*

Reports to	Assistant Project Director
Salary Range	\$30,000 -- \$42,000, annually
Minimum Requirements	<p>High school diploma (or equivalent).            Strong organizational skills, self-motivated, ability to multi-task, and take initiative with projects.            Comfortable working with all people, regardless of age, gender, race, religious background, sexual orientation, and health status.            Willing to travel throughout a multi-county area.            Basic command of Microsoft Office, computers, e-mail, and the internet.            Training will be provided.            Reliable transportation, valid driver's license, auto insurance, good driving record, and proof of COVID-19 vaccination(s).            Successfully complete pre-employment process.</p>
Overall Mission	AIDS Alabama is seeking a full-time employee to assist individuals throughout Northern 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](http://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 enrollees.
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. Be willing to travel throughout Northern Alabama.
11. 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; long periods of standing, stooping, bending, and sitting.
3. Safety/Environmental – Exposure to various cultural, racial, and socio-economic 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/Personnel, 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.**

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Employee's signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resources signature

\_\_\_\_\_  
Date