



Job Description ~ Position Available

Enroll Alabama Navigator (Birmingham, AL)

Reports to	Enroll Alabama Coordinator
Benefits Include	Zero cost for single/individual BCBS medical , life, AD&D, STD, and LTD; Cafeteria Plan (FSA & DCA); optional dental and vision; retirement with 50% match; generous paid time off and extended leave; 15 recognized holidays; and more.
Salary Range	\$35,570 (limited experience) - \$40,008 (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 Jefferson County; Valid Alabama driver's license, reliable transportation, good driving record, acceptable auto insurance, and proof of COVID-19 vaccination(s); Must successfully complete and pass pre-employment process. Training will be provided. Candidates will be expected to start January 2026 and complete training by 2/1/2026.
Overall Mission	AIDS Alabama is seeking a full-time employee to assist individuals throughout Jefferson County 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 methods: Utilizing the online website (www.healthcare.gov), paper applications, and accessing the phone-based application process.
3. Objectively help consumers choose between available health insurance plans.
4. Plan and participate in community-wide events to educate on the Health Insurance Marketplace.
5. Partner with community-based organizations, businesses, and partners to reach out to potential consumers.
6. Stay informed on all policies and procedures that pertain to the implementation of the Health Insurance Marketplace.
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 volunteer Navigators in the coverage area of Jefferson County 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 50lb occasionally, long periods of standing, stooping, bending, and sitting. Employee must be able to climb stairs, able to read documents and respond to written communication, and able to hear and understand the English language.
3. Cultural: Must be comfortable working with individuals and/or family members living with HIV (or other STIs), as well as those with impaired cognitive behaviors, individuals experiencing homelessness, LGBTQ individuals, and members of various cultural, racial, and socioeconomic populations.

Overall Expectations

The employee will be expected to represent the agency in person and through all other methods of communication in a way that reflects the agency's mission. Staff are expected to adhere to all AIDS Alabama Policies, Procedures, and Guidelines (including, but not limited to, Personnel/Human Resources, Finance, Operational, and Housing) as presented and as adapted. The employee will establish a strong, solid line of communication with all levels of staff and external business partners. All employees are expected to perform and communicate openly, effectively, and professionally with staff members, consumers, community members, and external business partners. Candidates must be willing and able to complete all training in obligatory timeframes. Staff participation in agency activities, testing events, and fundraisers is expected as necessary and requested. Be aware that any 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 where 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 signature

Date