

TRI-COUNTY HEALTH NETWORK



Position: Bilingual Enrollment Navigator - Montrose
Supervisor: Community Programs Manager
Status: Full-Time, Exempt

JOB SUMMARY:

The Bilingual Enrollment Navigator is responsible for outreaching to, educating, and enrolling eligible individuals and families into Medicaid/CHP+, Colorado's health insurance marketplace, and SNAP and supporting the completion of portable Skippy Dental clinics. Services will be provided in both English and Spanish. Under the general direction of the Community Programs Manager, he/she will also increase knowledge of Tri-County Health Network's (TCHNetwork) programs and services within the Montrose community, build relationships with key partners, and conduct a variety of outreach activities and presentations.

DUTIES AND RESPONSIBILITIES: *May include the following, and other duties as assigned.*

1. Offer enrollment assistance, which includes:
 - a. Successfully completing State of Colorado training to become a Certified Enrollment Assistant / Health Coverage Guide
 - b. Providing expert, timely and friendly assistance with the application process in a manner that culturally and linguistically appropriate to the client
 - c. Providing general education and basic knowledge regarding benefits of SNAP, Medicaid, CHP+, and/or marketplace insurance and health service delivery
 - d. Identifying barriers and service issues and implementing solutions to health insurance enrollment and access
 - e. Collaborating closely with county social services agency staff members assigned to eligibility determination and enrollment
 - f. Developing relationships with area schools in getting referrals to families with children receiving free and/or reduce lunch
 - g. Expanding the network of community-based organizations, faith-based organizations and school districts focusing on enrollment outreach and activities
 - h. Collaborating with medical providers serving the uninsured or underinsured and assist in implementing a process to outreach, enroll and retain patients into an available health insurance program
 - i. Assisting applicants with appeal process, as necessary
 - j. Tracking clients' annual renewal dates and proactively outreaching to individuals to ensure no break in coverage
2. Provide Skippy Dental Clinic Navigation at assigned schools twice per semester and as needed
 - a. Transport, set up, and break down clinical equipment as directed by Community Programs Manager to complete clinics at participating schools
 - b. Complete pre-clinic outreach, enrollment and preparation in timely and organized manner

- c. Engage parents, schools, local providers in outreach and education
 - d. Assist with clinical procedures including charting, radiographs and post clinic follow up
 - e. Document patient needs in Electronic Dental Record and Member Tracking System
3. Participate in required trainings, continuing education requirements (as applicable), and monthly program calls. Disseminate notes to program team
 4. Document all efforts in the required management information system accurately and within prescribed timeframes
 5. Other duties as required to ensure the success of the program and TCHNetwork.

SKILLS AND QUALIFICATIONS:

1. Written and verbal fluency in both English and Spanish
2. Excellent verbal and culturally competent communication skills (in person, on the telephone, and through email correspondence)
3. Must have aptitude for computers and working with various software and be proficient in MS Word, MS Excel
4. Willingness to work flexible hours (some nights/weekends)
5. Strong public speaking and presentation skills
6. Valid driver's license with reliable transportation and car insurance with the ability to travel up to 90 miles to perform duties related to this position.

PERSONAL ATTRIBUTES:

1. Must possess demonstrated ability to relate to individuals of varied ethnic, cultural backgrounds, ages and economic circumstances
2. Trusted member of the community and ability to make new and lasting connections
3. Ability to maintain client confidentiality
4. Ability to work in a fast-paced environment, remain calm under pressure, and be supportive of client needs
5. Advanced time management skills and ability to work independently
6. Strong work ethic, self-motivated, and collaborative style
7. Change agent demeanor; must be a flexible thinker, with an ability to quickly adapt to a changing environment
8. Ability to exercise forethought, to look ahead and anticipate events
9. Excellent critical thinking and consultative problem-solving skills
10. Ability to receive and utilize constructive feedback regarding performance and presentation.
11. Must be able to lift 50+ pounds

PREFERRED QUALIFICATIONS:

1. Resident of the community for at least the past 2 years
2. Knowledge and experience working in/with clinical or social service agencies in rural communities
3. Experience working with disadvantaged/underserved populations.