In-Person Assistor/Navigator

Charles B. Wang Community Health Center is seeking to hire a full-time Assistor/Navigator in Jamaica.

Responsibilities:

- Identifies, educates, and enrolls qualified individuals, families, and small business employers into health insurance programs through the NY State of Health Marketplace

- Understands the overall eligibility requirements for the health insurance programs through the NY State of Health

- Assures that application is accurately completed, adhering to submission deadline dates

- Meets productivity and quality performance targets

- Attends internal and external training and meetings

- Keeps up with updates/changes on health insurance programs through the NY State of Health

- Assists in community outreach activities

- Availability to work during non-traditional hours (on occasion) such as early mornings, evenings, and weekends

- Availability to work across all agency sites

- Other duties as assigned

Minimum Qualifications:

- High School Diploma or the equivalent. Associate Degree preferred

- Must be bilingual in Spanish/English

- Experience working in a human service or health-related setting

- Strong computer skills. Demonstrate proficiency in various internet browsers (Google Chrome, Internet Explorer, Mozilla Firefox, etc.), Microsoft Word, Excel, PowerPoint, and Outlook
Benefits:

The Health Center provides a generous employee benefits package so you can focus on doing great work. That includes:

- Medical insurance
- Employer-paid dental and life insurance
- Retirement savings plan
- Flexible spending accounts for transit, parking, health, and dependent care
- Paid time off (28 days for the first year of employment), and
- Tuition reimbursement for eligible employees