



**Maternal Infant Services Network  
10 Little Britain Road  
Newburgh, New York 12550**

**About MISN:** is a community-based not-for-profit dedicated to health and wellness across the lifespan and access to health care for all. It offers programs in the Mid-Hudson region.

**Title:** NYS DOH Certified Insurance Navigator

**Reports To:** Health Navigator Program Manager

**Classification:** Exempt

**Duties:**

- Complete NYSDOH Navigator Certification mandated trainings;
- Primarily enrolling in Dutchess and Putnam Counties.
- Determine consumer and small business eligibility for health insurance coverage through the NYS of Health Marketplace.
- Conduct information sessions about the Affordable Care Act as it pertains to the NY State of Health Marketplace.
- Enroll and Recertify applicants;
- Cover for other team members in various geographic locations in the Mid-Hudson Valley region, at times with short notice;
- Ability to work one on one with diverse populations across the Mid-Hudson region;
- Meet monthly enrollment targets;
- Engage in team strategies to reach eligible consumers, small businesses and sole proprietors;
- Promote Navigator program through community and business outreach initiatives and community coalition meetings;
- Provide appropriate referrals to MISN's CHA (Community Health Advocate) program for enrollees with a grievance, complaint, or question regarding their health plan, coverage, or a determination under such plan or coverage.

**Qualifications:**

- Associates degree or equivalent in experience
- Experience working with diverse populations
- Experienced at public speaking and making presentations to consumers, agencies and employers
- Experienced at conducting outreach and networking with diverse professional and consumer groups
- Computer literacy required
- Valid driver's license; independent means of transportation for extensive travel in the region required
- Must be detailed oriented
- Ability to work a flexible schedule including days, evenings, and weekend hours, as assigned.

**Bilingual English/Spanish Highly Preferred**

**Job Type:** Full-time

**Salary:** \$32,000.00 to \$35,000.00 /year

**Please send resume and cover letter to [resumes@misn-ny.org](mailto:resumes@misn-ny.org)**

**Other important information about this vacancy:** Qualified applicants will receive consideration for employment without regard to age, race, color, religion, sex, national origin, disability, gender, gender identity or protected veteran status. We especially encourage applications from individuals who can bring diverse cultural and ethnic perspectives and experiences to our agency.