



**Maternal Infant Services Network
333 Broadway, #1
Newburgh, New York 12550**

Applications are invited for consideration for the following position:

Title: NYSDOH Certified Insurance Navigator

Positions Available: Now

Classification: Non-Exempt

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.

Duties:

- Counties to be covered by Navigators Dutchess, Putnam and Ulster.
- Complete NYSDOH Navigator Certification mandated trainings;
- 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
- Bilingual English/Spanish required
- 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
- Detailed oriented
- Ability to work a flexible schedule including days, evenings, and weekend hours, as assigned.

Bilingual English/Spanish Required

Contact Information:

Apply by emailing your resume, salary requirements, and cover letter to resumes@misn-ny.org. Position is available immediately.

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.

This job description is not intended to be all-inclusive. Employee may perform other related duties to meet the program deliverables and the ongoing needs of the organization.