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**POSITION DESCRIPTION**

**JOB TITLE:** MNSure Navigator

**REPORTS TO:** Lead Patient Advocate

**STATUS:** Non-Exempt (hourly)

**LOCATION:** Medical Clinic

**ROLE:** The Navigator will provide enrollment assistance for the MNSure Program and will educate and enroll uninsured individuals and families in insurance options. This role will be .5 FTE (and subject to grant funding).

**JOB DUTIES:**

* Meet with clients to determine eligibility for insurance and meet their enrollment needs and follow up with MNSure, Minnesota Care, counties and client.
* Facilitate plan selection for clients based on the needs of the individual/family seeking health insurance coverage.
* Facilitate eligibility determinations for QHP, Medicaid, MCHP, SHOP, and premium tax subsidies.
* Provide information and services in a manner that is culturally and linguistically appropriate and ensure accessibility for individuals with disabilities.
* Meet weekly measurement goals established by Lead Patient Advocate for completed enrollments and reporting by the end of the last day each month.
* Plan and meet the outreach, eligibility and enrollment needs for patients of SCHS and other collaborative community members in its service area.
* Enter data into EPIC, documenting all that was done following the process established by Lead Patient Advocate; maintain essential records and files. Keep track of all individual, patient, and community contacts.
* Attend and participate in staff meetings and committees.
* Assist with other duties and responsibilities as assigned.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

* Knowledgeable of the health care environment and understand the medical insurance process.
* Self-directed and can interact professionally across multiple disciplines.
* Ability to communicate with partner organizations, providers and clients.
* Confidence, professional judgment, and calm under pressure.
* Works well both independently and as part of a team.
* Exceptional communication and interpersonal skills, able to communicate with partners/ organizations
* Flexibility--nimble in response to an evolving workload.
* Ability to exhibit good rapport with clients of varying ethnic backgrounds and socio-economic status.
* Excellent time management and organizational skills.
* Attention to detail.
* Commitment to the SCHS [mission](http://www.phf.org/AboutUs/Pages/VisionMissionValues.aspx) and [staff values](http://www.phf.org/AboutUs/Pages/Staff_Values.aspx).

**MINIMUM QUALIFICATIONS:**

* Flexibility to work nights and weekends, if needed.
* Education or experience in public or community health worker (CHW) a plus.
* Bilingual (English/Spanish) a plus.
* Excellent Customer Service advocacy.

I have read and agree to abide by the job duties indicated above.

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Name Signature Date

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