



## Job Announcement

# Enrollment and Eligibility Specialist

Looking for an exciting and rewarding opportunity to be a part of an interdisciplinary team that makes a difference in the lives of individuals with intellectual and developmental disabilities, and their families? Achievable is the place for you!

Achievable Health's mission is to provide high-quality healthcare to our community, with a specialty in treating individuals with intellectual and developmental disabilities and their families.

**Salary:** \$24- \$26 per hour

Benefits: medical, dental, vision, chiro, life insurance (100% for employee) EAP and 403B Retirement Plan

### POSITION SUMMARY

The Enrollment and Eligibility Specialist, reporting to the Chief Operations Officer (COO), will educate current and potential patients about health coverage programs, enroll patients into the appropriate coverage programs, assist with applications, and provide follow-up to ensure enrollment, utilization, and retention. In addition, the Enrollment and Eligibility Specialist will make presentations in the community to bring awareness to our mission and increase the number of individuals we serve through our Health Center.

### ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Provide enrollment assistance (including but not limited to completing coverage applications, gathering required documentation and troubleshooting the enrollment process) for uninsured children and adults to access subsidized, low-cost and free health insurance programs through the health insurance marketplace, Medi-Cal, Medicaid, MHLA, and other state/county programs
- Provide structured patient education on health coverage, engage in follow-up conversations and offer renewal assistance for enrolled individuals.
- Distribute outreach materials to patients, community members, partner organizations and businesses to build coverage option awareness
- Identify, develop, and attend community events in order to promote coverage options and the mission and services of the organization
- Collaborate with various local organizations to build awareness of coverage options, spur enrollment and build referral linkages
- Attend and successfully complete all required training programs; participate in ongoing conference calls, webinars, and other professional development opportunities
- Accurately provide required reporting to track goal achievement and patient satisfaction

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- Assist in the development and implementation of organizational enrollment and eligibility initiatives
- Other duties as assigned

## QUALIFICATIONS

- Bilingual English/Spanish (verbal and written proficiency) required
- Successful completion of We've Got You Covered Training and/or be a Certified Enrollment Counselor .
- Ability to work independently and coordinate multiple tasks
- Ability to enthusiastically communicate with potential enrollees
- Ability to demonstrate strong communication skills
- Ability to work some evenings and weekends, as required
- Current valid California Driver's License and Insurance Certificate, required

Learn more about how Achievable meets the special needs of children and adults with developmental disabilities by viewing the link [Achievable video](#) or by visiting our website at [www.achievable.org](http://www.achievable.org)

Interested candidate should send cover letter and resume via email to [employment@achievable.org](mailto:employment@achievable.org). Please be sure to include the job title in the subject line.

Achievable is an Equal Opportunity Employer