



## **ASHLAND AND MEDINA NAVIGATOR JOB DESCRIPTION**

### **Job Functions:**

- Attend online training, review, and pass all exams required by navigators according to federal statute, by due date given.
- Maintain expertise in eligibility, enrollment, and program specifications and conduct public education activities to raise awareness.
- Coordinate outreach efforts and promote the Affordable Care Act providing information in a fair, accurate, and impartial manner.
- Facilitate meetings with community organizations, small businesses, and government offices
- Assist consumers by facilitating enrollment in qualified health plans, without suggesting that an individual select a particular plan and deliver those services in adherence to culturally and linguistically appropriate standards.
- Services must be delivered in a way accessible for people with disabilities.
- Work with partner organizations to increase enrollment opportunities in the marketplace
- Assist with outreach strategies and media events
- Maintain presence in Ashland and Medina Counties

### **Requirements:**

- Must be at least 18 years of age.
- Submit to an FBI and BCI background check to be provided to the Ohio Department of Insurance for certification and approval.
- Technical experience with laptops, wireless cards, Webinar's, USB ports and flash drives
- Word, Excel, Outlook and Power-Point proficient, as well as internet navigation skills
- Problem solving, analytical skills
- Must have a valid driver's license and reliable transportation.
- High School Diploma or equivalent; degree preferred but not required.
- Willingness to work flexible hours, including some nights and weekends.
- At least one year of experience working in moderate and low income communities.

**Please send a cover letter and resume to Deb Miller at [deb@ohiofreeclinics.org](mailto:deb@ohiofreeclinics.org)!**