



**Position Description:
Enrollment and Eligibility Specialist**

ORGANIZATIONAL OVERVIEW: The Achievable Foundation is a nonprofit Federal Qualified Community Health Center serving the needs of the low-income, uninsured, or underinsured community in Los Angeles. The main focus of our mission is to address the unique health care needs of individuals with intellectual and developmental disabilities. Follow the link to see a brief video on the impact we have in the community: <https://www.youtube.com/watch?v=zTPVN1p3Lg8>

POSITION OVERVIEW

The Enrollment and Eligibility Specialist is a key position at The Achievable Foundation because they are one of the first points of contact for patients coming to our Health Center. This person 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.

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

QUALIFICATIONS and REQUIRED SKILLS, KNOWLEDGE & EXPERIENCE

- Bilingual English/Spanish (verbal and written proficiency) required.
- Successful completion of the 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 work some evenings and weekends may be required.
- Current valid California Driver's License and Insurance Certificate
- Ability to demonstrate strong communication skills.

Interested parties may apply at employment@achievable.org and enter attn: HR in the subject line.

Achievable is an Equal Opportunity Employer