



Enrollment Specialist – Field Staff Job Posting

Salary Range: \$18.00/hour

This is a full-time, temporary position

Multiple openings - New Haven and New Britain locations
Spanish language fluency

AHCT supports health reform efforts at the state and national level that provide CT residents with better health, and an enhanced and more coordinated health care experience at a reasonable, predictable cost. Its mission is to increase the number of insured residents, improve health care quality, lower costs and reduce health disparities through an innovative, competitive marketplace that empowers consumers to choose the health plan and providers that give them the best value.

Summary: Enrollment Specialists assist consumers with the online process to access, understand, and complete health insurance applications during the 2014-15 Open Enrollment period. Enrollment specialists will be trained on the use of the Access Health CT enrollment website and the Affordable Care Act. Individuals will be located in the New Haven and New Britain Access Health CT storefront and/or other locations and venues across the state. Must have the flexibility to work irregular hours. This is an hourly, temporary position, and provides no benefits. The position end date is February 28, 2015.

Essential Duties and Responsibilities

- Educate consumers in New Britain and New Haven storefronts and/or other locations and venues on the opportunities available to obtain healthcare insurance under the Affordable Care Act.
- Assist consumers through the online process to apply for, reapply for, or change health care insurance coverage using the Access Health CT website.
- Provide daily statistics to the Outreach Director.
- Proficiency in the Access Health CT online application program following training.
- Thorough understanding of the process and healthcare insurance benefits of the Affordable Care Act following training.
- Passing score on the online certification testing in order to qualify.

Qualifications: the requirements listed below are representative of the knowledge, skill, and/or ability required.

- Ability to speak Spanish fluently
- BA/BS or 2-year college degree required
- Outstanding customer service skills.
- Proficiency in understanding and using computer systems.
- Efficient and accurate data entry skills.
- Strong communication and good interpersonal skills.
- Experience working with the public in positions, such as political or issue-based campaigns, marketing, sales, customer service, or social service environment is desirable.
- Must have a driver's license and transportation, as well as a willingness to travel to locations in CT.
- Must pass a mandatory background check.

Access Health CT is an EEO and Affirmative Action Employer

Please send your resume with a cover letter to: HRinbox.CTHIX@ct.gov
YOU MUST INDICATE JOB TITLE IN THE SUBJECT LINE