



In partnership with the Office of the Healthcare Advocate

**ADMINISTRATIVE ASSISTANT
JOB POSTING
SALARY RANGE \$42,000 - \$49,000**

Job Title: Administrative Assistant
Reports to: Manager, NIPA Program
Program: Navigators and In Person Assisters

FLSA Status: Non-Exempt

Job Description

Access Health CT (AHCT), in partnership with the Connecticut Office of the Healthcare Advocate (OHA) seeks a motivated, collaborative, and innovative individual to support Connecticut's Navigator and In-Person-Assister (NIPA) program, a critical consumer outreach and engagement effort focused on educating and enrolling individuals in coverage through Connecticut's new Health Insurance Marketplace.

With AHCT's goal of reducing the number of uninsured and underinsured in the state through facilitating the purchase of affordable, quality health insurance, robust consumer centric programs will be required to inform and educate the public. This includes activities ranging from broad based marketing and advertising efforts, to local community events and individual customer interactions. AHCT has partnered with the Office of the Healthcare Advocate to coordinate and administer this community level program, given their rich history and success in reaching out to and servicing some of the state's most vulnerable populations.

Summary

The Administrative Assistant will support the NIPA team and help drive the work required to fulfill the organization's responsibilities for, and commitment to, outreach and public education about new insurance opportunities for Connecticut residents.

Duties/Responsibilities

- Reports to NIPA Program Manager and provides support for the three full-time employees.
- Prepares a full range of correspondence, including document drafting and proofreading.
- Takes initiative by relieving staff of as much administrative detail as possible.
- Screens letters, memos, reports and other materials to determine action required.

- Works directly with staff to prepare progress reports on NIPA Program development and management.
- Must be skilled at using Microsoft Word and Excel.
- Designs and maintains office filing systems for the NIPA Program and three full-time staff. Ensures well maintained document and work organizing system, to facilitate easy use and reference by office staff.
- Arranges and coordinates meetings (including space and equipment); researches, assembles and coordinates meeting materials (e.g. charts, graphs, reports); writes minutes of meetings, prepares expense accounts.
- Handles NIPA phone line intake calls from NIPA participants, routes calls to appropriate staff, tracks resolution of calls for data reporting to Healthcare Advocate and the Exchange.
- Develops reports and maintains database.

Competencies

Comfort with and effective working at a fast pace in an often demanding environment.

Ability to deal with ambiguity

Strong organizational skills

Attention to detail

Ability to manage projects from start to finish with little oversight

Work effectively on tight deadlines

Team player

Preferred Qualifications

4 years administrative assistant experience above the routine clerk level

High School diploma or GED

Very skilled at Microsoft Office software, particularly Word and Excel, Access and PowerPoint.

This is a durational position ending April 30, 2014

Please reply by sending a cover letter and resume no later than September 6, 2013 to:

HRinbox.cthix@ct.gov

Access Health CT is an EEO and Affirmative Action Employer