



JOB POSTING

Position title: Navigator

In accordance with the Affordable Care Act, Navigators will execute outreach and education campaigns, conduct eligibility screenings, provide facilitated enrollment services, and execute hand-offs between relevant entities. **Bilingual Spanish/English is required.** Travel is required in this position.

Responsibilities will include:

- Complete Federal Navigator training course and pass Navigator certification exam, as well as be appropriately registered with the Tennessee Department of Commerce and Insurance. Comply with all continuing education and recertification requirements.
- Provide courteous, professional and confidential assistance to all clients seeking health benefits;
- Conduct marketing and outreach within local communities about health insurance options.
- Work independently, traveling throughout Middle Tennessee and providing services in various locations as needed.
- Handle sensitive and personal information with an understanding and respect for client confidentiality.
- Ensure that follow-up is completed to capture client referrals and outcomes.
- Provide assistance and input, creating various materials for the Navigator Program.
- Achieve performance targets, working closely with the Program Director and others to identify and overcome challenges.

Requirements: Bachelor's degree in Social Services or a health care field from an accredited college or university plus more than 2 years' experience required. Demonstrated ability to work independently and in a team environment, and experience working with nonprofit organizations, community groups and/or government programs strongly preferred.

Special Programmatic Requirements

- Ability to work with culturally and economically diverse populations.
- Available to work a flexible schedule which may occasionally include weekends or evenings.
- Ability to travel out of town for project meetings, training or outreach.
- This position may be located outside the main office of Family & Children's Service.

Contact Person: Peggy Yuker, HR and Administrative Manager

Submit resume and salary requirements to:

Email to hrdept@fcsnashville.org OR

Fax to 615-866-5122 OR

Mail to 201 23rd Avenue North, Nashville, TN 37203

Resumes will be accepted until the position is filled.

EOE M/F/D/V