

Health Insurance Enrollment Specialist

POSITION ANNOUNCEMENT: June 2019

HEALTH INSURANCE ENROLLMENT SPECIALIST (NAVIGATOR)

Legal Assistance of Western New York, Inc. (LawNY®) has an immediate opening for an Enrollment Specialist at its office located in Olean. LawNY® staff works closely together to address the legal issues of low-income people in our community.

LawNY® seeks a dynamic mission-driven experienced professional staff person to provide health insurance enrollment assistance to individuals in Cattaraugus County through New York's Health Benefit Exchange.

The Enrollment Specialist will play a critical role in implementing the key Health Benefit Exchange provision of the Affordable Care Act to ensure that all who need health insurance have access to high-quality affordable health care coverage. The Enrollment specialist will educate consumers about their health insurance options and assist them throughout all phases of the application process for the plan that best suits their needs. The specialist will also conduct extensive outreach and education for consumers who are eligible for coverage under the Affordable Care Act.

Program: LawNY® is a not-for-profit law firm which provides civil legal services to low-income clients in a 14-county region in western New York State. The office provides legal advice and representation in the areas of housing, foreclosure defense, public benefits, family, employment and consumer law. Program staff includes attorneys and paralegals who work across areas of specialization to bring a holistic approach to addressing issues affecting our clients and communities. LawNY® focuses on meeting the legal needs of individual clients, as well as

addressing systemic problems that create barriers for clients living in poverty.

Requirements: The Enrollment Specialist must demonstrate maturity, strong interpersonal skills, and the ability to communicate with and educate consumers. Above all, candidates for the position must have a strong dedication to the principle that everyone should have access to quality health care coverage no matter what their economic or social circumstances. Access to transportation and availability during some evenings and weekends is a requirement. Fluency in another language, such as Spanish, is a plus, but not a requirement.

Salary: Salary is dependent on experience. The entry-level annual salary for a paralegal is \$30,000 and increases to \$35,000 for a paralegal with five years of experience. LawNY® provides an excellent benefits package including health, dental and vision insurance, generous leave provisions, retirement plan, paid parental leave, disability coverage, a flexible and accommodating work schedule, and numerous opportunities for professional development and other benefits.

Applications: Please forward a resume, cover letter describing your interest and qualifications, and three references to the attention of **Jeffrey Reed, Esq.**

Managing Attorney by July 8, 2019, to ensure full consideration.

Applications should be sent by email to lawnyapplications@lawny.org.

Legal Assistance of Western New York, Inc.® (LawNY®) is an equal opportunity employer. LawNY® encourages applications from diverse candidates. LawNY® welcomes applications regardless of race, color, religion, sex, gender identity, sexual orientation, pregnancy, national origin, age, disability, genetic information or any other consideration protected by law. This position is considered non-exempt pursuant to the Fair Labor Standards Act.

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