

## Ohio Association of Foodbanks

<b>Location:</b>	100 East Broad Street, Suite 501, Columbus, OH 43215		
<b>Job Title:</b>	Health Insurance Program Manager		
<b>Reports to:</b>	Zach Reat, Director	<b>Title:</b>	Health Initiatives
<b>Starting Salary:</b>	<b>Pay Grade:</b> 4.5 <b>Salary range:</b> Minimum of \$52,500 per year and commensurate with experience and qualifications  <b>Type of position:</b> Mid-level  <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time	Hours: 40 / week  Non-exempt	

### Position Overview

This full-time position will assist with the planning and coordination of a health insurance enrollment program at the Ohio Association of Foodbanks (OAF). For example, the OAF ACA Health Insurance Navigator program provides health insurance enrollment assistance to Ohioans through direct outreach and subcontracts with a consortium of eight community-based organizations. The purpose of the program is to advance health equity by increasing access to health insurance coverage, particularly among systematically disadvantaged groups. The program is funded through a cooperative agreement with the federal Centers for Medicare and Medicaid Services (CMS). This position will assist the Director of Health Initiatives with program planning, subgrantee performance assessment and continuous quality improvement, reporting, compliance monitoring and outreach to state- and local-level partners. The position will also provide direct outreach and enrollment assistance to people in Franklin County, Ohio.

### Essential Job Functions

This position will devote approximately 75 percent of their time to project management and 25 percent of their time to direct outreach and enrollment assistance activities. Responsibilities will include:

- Tracking internal monthly, semi-annual, and annual reporting outcomes
- Collecting and compiling monthly, semi-annual, and annual reporting outcomes from subcontractors
- Submitting weekly reports to CMS
- Preparing performance assessments and conducting continuous quality improvement site visits with subcontractors
- Participating in regular calls with the CMS project officer and regional office staff
- Collecting data and information to monitor subcontractor compliance with cooperative agreement terms and conditions
- Engaging key community groups and stakeholders serving uninsured/underinsured people through grassroots and grasstops outreach strategies, including community presentations, tabling events, canvassing, and more
- Developing and disseminating materials, messages, models, and tools for in-reach at agencies and organizations serving target populations
- Ensuring that communications and social media outreach strategies are carried out successfully
- Completing direct outreach and enrollment assistance with target consumers through in-person appointments at community events, libraries, high-traffic social services agencies, and other accessible locations, as well as through virtual appointments

### Other Duties and Responsibilities

- Acts as an engaged member of the association staff
- Participates in staff meetings as needed
- Assists with identifying emerging needs and trends within the Ohio Association of Foodbanks networks
- Other duties as assigned

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### Qualifications and Competencies

- At least three years of program or project management, preferably in a nonprofit, health care, or government setting.
- At least three years of experience with benefits outreach and/or community organizing.
- Demonstrated commitment to and capacity for promoting strong partnerships with community stakeholders and groups, for example, experience establishing referral networks
- An educational background (at least a bachelor's degree preferred) and/or work experience that will directly contribute to the successful achievement of project outcomes, such as training as a social worker, case management experience, grassroots/field engagement, etc.
- Proven ability to cultivate strong working relationships with partners, stakeholders, and consumers, particularly in communities that are more likely to be uninsured and eligible for Medicaid (e.g., Hispanic ethnicity, low income, limited English proficiency, etc.)
- Familiarity with responsible stewardship of public funding, such as federal grants management, Medicaid/Medicare billing, etc.
- Experience with Medicaid/CHIP outreach and application assistance.
- Direct client/customer service experience, especially with vulnerable populations.
- Experience with conducting Continuous Quality Improvement (CQI) activities.
- Excellent computer skills and proficiency in Microsoft products and web-based software.
- Strong written and oral communication skills, including developing and disseminating presentations, trainings, and resources to empower community-based messengers.
- Excellent interpersonal skills, and high comfort level working in diverse environments, inclusive of business and government.
- Strong attention to detail and organizational skills.
- Must have a valid Ohio driver's license, state-required minimum insurance, reliable transportation, and ability to travel to work sites within and outside of Ohio as needed.
- Willingness to work flexible hours occasional early mornings, late evenings and weekends as needed.
- Must be able to remain in a stationary position for extended periods of time. Position occasionally requires lifting and moving up to 30lbs.

*This job description reflects management's assignment of essential functions and other duties and responsibilities; and nothing in this herein restricts management's right to assign or reassign duties and responsibilities to this job at any time.*