

JOB OVERVIEW

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| JOB TITLE | Medicaid Facilitated Enroller |
| DEPARTMENT | Independent Living of the Genesee Region |
| LOCATION | Batavia, NY |
| DIRECT SUPERVISOR | Assistant Director, ILGR |

GENERAL JOB DESCRIPTION

Educate, engage and enroll individuals who are aged, legally blind or disabled to address their needs for health insurance by following the guidelines set forth by Local County Department of Social Services (LCDSS).

SPECIFIC DUTIES & RESPONSIBILITIES

1. Conduct one on one appointments with consumers in a location convenient to the individual to discern eligibility according to the guidelines of LCDSS.
2. Provide information to clients in a fair and impartial manner, which is culturally and linguistically appropriate and disability accessible.
3. Address level of eligibility, type of insurance that the individual is qualified for, prepare the application and diligently follow through to collect information which is needed to fulfill the eligibility requirements set forth by LCDSS.
4. Assist consumers in compiling necessary eligibility documentation for Medicaid enrollment.
5. Meet monthly enrollment goals established by the supervisor.
6. Conduct public enrollment sessions at various locations in the community to review applications and assist with enrollment.
7. Conduct community-based education sessions, presentations or public events to educate the general public on available health insurance options.
8. Use education materials provided by CSSNY and/or DOH and not distribute any other written materials without prior approval of CSSNY and/or DOH.
9. Accurately document consumer services and required paperwork in WNYIL's Electronic Consumer Record (ECR) within two (2) working days of the date of service.
10. Follow CSSNY guidelines for documentation in Salesforce.
11. Be present and participate in scheduled internal and external ABD conference calls
12. Attend all necessary Department of Health (DOH), community or Agency training as required.
13. Attend one professional or community training every six (6) months specific to the aged, blind and disabled population or health care enrollment process.
14. Attend the Agency's training and staff meetings as well as any other agency related activities as required.
15. Participate in maintaining a neat, clean and safe work environment.
16. Perform other job-related duties as assigned by the supervisor.

EDUCATION & TRAINING

Associate Degree in either a Health or Human Services field
OR
Bachelor's Degree in either a Health or Human Services field

KNOWLEDGE & EXPERIENCE (if required)

Associate degree requires three (3) years of work experience.
Bachelor's degree requires one (1) year of work experience.

SKILLS & ABILITIES

- Must be able to travel independently utilizing personal vehicle or public transportation to all consumers in the assigned coverage area.
- Must have basic knowledge of computers including the use of excel spreadsheets, databases, word processing and networks.
- Experience working in the health and human services field is preferred.
- Preference will be given to individuals who are bilingual.
- Genesee region residents are encouraged to apply.
- Perform in a professional, conscientious, and efficient manner for the purpose of ensuring a better quality of life for persons with disabilities.

WORKING CONDITIONS

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| WORK ENVIRONMENT | Office/Community |
| PHYSICAL DEMANDS OF THE JOB | Sitting for extended periods of time. Occasional lifting of not more than 15 pounds. |
| HOURS / SHIFTS | 37.5 – 40 hours per week. M – F 8:30 am – 5:00 pm. Overtime rarely required. |
| CLASSIFICATION | Full-time, salary, non-exempt, Professional staff. \$40,000 - \$42,000 |
| BENEFITS | Agency provided group health insurance. Vision, dental, life, supplemental insurances available. PTO and paid holiday package. 403(b) retirement with Agency match. Employee Assistance Program |
| OTHER | Western New York Independent Living, Inc. values our employee safety and follows all recommended NYS required Infectious Disease Prevention Protocols. Western New York Independent Living, Inc. is an Equal Opportunity Employer. Reasonable accommodations will be made for people with disabilities. Western New York Independent Living, Inc. is a scent-free agency. |

Closing Date: January 16, 2025

Cover Letter and Resume Required to:

Human Resources Dept.
WNY Independent Living, Inc.
3108 Main St.
Buffalo, N.Y. 14214
employment@wnyil.org

