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# COLORADO HEALTH NETWORK INC.

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## Job Description

<b>Position:</b>	Health Access Program Coordinator
<b>Classification:</b>	Non-Exempt
<b>Reports to:</b>	Health Access Program Manager
<b>Location:</b>	Denver Colorado Health Network Office (DCHN); Denver, CO
<b>Starting Salary:</b>	\$41,600

**Position Summary:** Responsible for coordinating aspects of the State Drug Assistance Program (SDAP) with an emphasis on client enrollment with health insurance plans, eligibility, and assisting clients in navigating medical insurance.

### Essential Job Functions:

- Inform clients and the public about Colorado's State Drug Assistance Program (SDAP) and changes related to healthcare reform
- Work with the statewide AIDS Service Organizations and the Colorado Department of Public Health and Environment to troubleshoot aspects of the Health Access Programs
- Complete program enrollment appointments with Health Access Program clients
- Assist with client enrollment in private health insurance plans through Connect for Health Colorado, Colorado Medicaid, and Medicare
- Assist clients in the completion of paperwork required for program participation
- Collect, process, and compile data for client paperwork
- Coordinate invoice processing and bill payments for clients enrolled in program
- Work with partnering clinics and pharmacy staff to troubleshoot client issues with accessing health insurance and medications
- Data entry for entering or updating client and payment information
- Serve as a resource for clients regarding health insurance and healthcare access
- Maintain positive relationships with clients and community partners
- Other duties as negotiated

### Preferred Qualifications:

Experience in a similar capacity, preferably as a Certified Application Counselor or Health Coverage Guide with Connect for Health Colorado, HealthCare.gov or another insurance marketplace; experience with direct client contact, and/or a customer service background; knowledge of health insurance and health care system. Ability to prioritize workload, function independently and collaborate with colleagues; strong attention to detail; demonstrated written and verbal communication skills; a working

knowledge of Microsoft Office; training in cultural competency; knowledge of HIV and related issues. Spanish/English bilingual applicants preferred.

**Education:**

Bachelor's Degree in Human Services, Public Health or related field preferred, but equivalent experience also considered.

**Software Utilized:**

Experience working with basic office and database computer programs, including familiarity with Microsoft Outlook, Word, Excel, Access, SharePoint and the internet.

**Material and Equipment Directly Used:**

Works with standard office equipment including computer work station, printers, copiers, scanners and fax machine. Works with word processing software, spreadsheet applications, and presentation software. Communicates with clients and vendors using the telephone, e-mail, the internet, and fax.

**Physical Demands and Work Conditions:**

Works in an office environment. May travel to offsite locations. Requires ability to lift up to 50 pounds of materials. Requires clear speaking ability and the ability to use a telephone for extended periods. Requires ability to view a computer screen (near acuity). Requires fingering agility for keyboarding and using a telephone and other office equipment.

***As employees of a charitable organization, all CHN staff share the responsibility of serving as ambassadors for the organization in the community. This can be achieved by fostering the development of relationships with potential constituents/donors as well as by participating in CHN events/activities in a way that is meaningful to each employee.***

**How to Apply**

Please email a cover letter and resume (subject line must be "Health Access Program Coordinator") to [HR@coloradohealthnetwork.org](mailto:HR@coloradohealthnetwork.org)

All offers of employment are subject to the completion of a criminal background check.

Colorado Health Network is an Equal Opportunity Employer (EOE).

Applications will be accepted until 5:00PM on Friday, October 16<sup>th</sup>, 2020.