



## Seasonal Position: September - December 2017 HAAM Enrollment Specialist - Get to Know Austin Musicians

### Description

Insure Central Texas, a program of Foundation Communities, is seeking HAAM Enrollment Specialists to work with local musicians who are members of the Health Alliance for Austin Musicians (HAAM). It is a very fun opportunity to get to know a lot of Austin musicians and assist them with accessing healthcare.

Training for this position begins in late September (see schedule below). The enrollment season runs from November 1 through December 15, 2017. The position can be either full-time or part-time, but with a preference for those who can work 35-40 hours/week from November 1 through December 15. The pay range is \$14 to \$18/hour depending on experience.

### Job Responsibilities

- Provide superior customer service to HAAM members
- Provide efficient and accurate intake and enrollment assistance
- Maintain accurate knowledge about Marketplace health insurance and HAAM services (training provided)
- Make phone calls and do data entry
- Protect confidential consumer information
- Other duties as assigned

### Qualifications

- Demonstrate excellent communication skills and the ability to provide superior customer service
- Be extremely detail oriented with information, paperwork, and data entry
- Learn quickly on the job and be very comfortable working in a fast-paced environment with accuracy and efficiency
- Experience with tax preparation, health insurance, or public assistance programs is preferred but not required

### Requirements

- Complete certification to be a Certified Application Counselor, as assigned (training provided)
- Attend **all** of the following training sessions unless otherwise assigned (all start and end times are approximate):
  - Monday, September 25 (two options: either 9:00am - 1:00pm or 5:00pm - 8:30pm)
  - Saturday, September 30 & October 7 (9:00am - 5:00pm)
  - Sunday, October 1 & October 8 (1:00pm - 5:00pm)
- Note that our enrollment centers will be closed on Nov. 23 & 24.

**To Apply:** Please send a resume and cover letter to [resumes@foundcom.org](mailto:resumes@foundcom.org). Type "HAAM Enrollment Specialist" in the subject line. In your cover letter, please specify your availability for full-time or part-time work. No phone calls or visits, please.

**Deadline to Apply: August 4, 2017**

*Foundation Communities is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, veteran status, sexual orientation & gender identity.*