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## Seasonal Position: September – December 2018

### 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). All training will be provided. The enrollment season runs from November 1 through December 15, 2018. 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 CMS online training for enrollment specialists by 5:00pm on October 5
- Attend **all** of the following training sessions (all start and end times are approximate):
  - Orientation -Two options Day or Evening: Monday, September 24 (9:00am – 11:00am) **or** Wednesday, September 26 (6:00pm – 8:00pm)
  - Saturday, September 29 for **New Staff** (9:00am – 5:00pm)
  - Sunday, September 30 for **Returning Staff** (1:00 – 5:00pm)
  - October 6 All Staff (9:00am – 5:00pm)
  - Sunday, October 7 All Staff (1:00pm – 5:00pm)
- Note that our enrollment centers will be closed on Nov. 22 & 23.

**To Apply:** Please send a resume and cover letter to [seasonaljobs@foundcom.org](mailto:seasonaljobs@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: September 19<sup>th</sup>, 2018**

*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.*