



## **Job Announcement**

### **Insure Central Texas Program Specialist**

The mission of the Insure Central Texas program (ICT) is to help individuals sign up for health insurance and use it to access affordable care. The ICT Program Specialist will work one-on-one with community members, helping them enroll in health insurance, educating them on how to use their health insurance, and providing ongoing case management as needed. ICT is based out of our two Community Financial Centers in Austin, Texas (2600 W Stassney Ln and 5900 Airport Blvd). This position reports to the ICT Program Manager.

#### **Job Responsibilities**

- Provide education and information to clients regarding their health insurance and health care options.
- Work one-on-one with clients, in person or by phone, to complete their health insurance application and enrollment in coverage.
- Coordinate financial and community based resources for clients with complex medical needs.
- Develop and maintain knowledge connected to health insurance and health care providers.
- Other duties as assigned.

#### **Qualifications**

- Experience working with individuals with diverse backgrounds
- Ability to remain patient and composed in stressful situations
- Ability to absorb and follow detailed direction
- Proficiency using standard office computer programs and databases
- Ability to work in a team while also handling individual day-to-day responsibilities independently
- Ability to read, write, and speak Spanish

**Position Information:** This is a full-time (40 hours/week), year-round, benefits-eligible position consisting of daytime, evening, and Saturday hours.

**To Apply:** Submit a resume and thoughtful cover letter to [resumes@foundcom.org](mailto:resumes@foundcom.org). Be sure to type “Insure Central Texas Program Specialist” in the email subject line.

*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.*