

SOUTHERN ARIZONA AIDS FOUNDATION
TEMPORARY INSURANCE PROGRAM ASSOCIATE (TRAVELING)

JOB DESCRIPTION

Scope of Work: The Temporary Insurance Program Associate (Traveling) processes enrollments, premiums, and claims, along with program and data support and duties related to SAAF's Medical Benefits Management Program for the State of Arizona during the HealthCare.gov open enrollment period. The position works in collaboration with statewide Ryan White funded partners, insurance companies, and the Arizona Department of Health Services Ryan White Office. The position requires significant client contact via telephone and/or mail and/or in-person assistance. The position requires flexible hours during the HealthCare.gov open enrollment period and up to six (6) weeks of overnight stays in Phoenix and/or rural Arizona. This is a full-time (40 hrs/wk), non-exempt temporary position at least through November.

Functional Responsibilities:

- Contacts clients to schedule appointments, remind clients about appointments, and obtain follow-up documentation after enrollment has been completed.
- Reviews client documents uploaded into a statewide database to assist in vetting appropriateness of enrollment into HealthCare.gov insurance plans.
- Enrolls eligible clients into HealthCare.gov insurance plans (training and licensure provided by SAAF and HealthCare.gov)
- Enters insurance premium information into a statewide database.
- Ensures timely and accurate documentation of services in the above areas and data collection for compilation of reports related to those services.
- Travels to Phoenix and/or rural Arizona for up to 6 weeks between November 5th and December 13th. This will require overnight stays weekly Monday-Friday with travel and lodging expenses paid by SAAF.
- Provides program back-up to the Statewide Dental and the Medical Cost Sharing programs.
- Serves as member of the Care Services team.
- Performs other duties as assigned.
- Reports to the Statewide Insurance Programs Coordinator.

Minimum Qualifications:

- Must be able to obtain licensure through the Arizona Department of Insurance (paid for by SAAF) as a Certified Application Counselor.
- Must have access to reliable vehicle with valid Arizona driver's license and clean driving record.
- Proficiency with Microsoft Office applications.

- Ability to demonstrate quick and accurate data entry skills.

Preferred Qualifications:

- Licensed accident and health or sickness insurance producer OR Certified Application Counselor.
- Bachelor's degree and/or two years minimum administrative work in a social services, insurance, or customer service environment.
- Knowledge of medical terminology, medical benefits coordination and insurance systems.
- Strong organizational skills, capable of problem solving and working independently.
- Excellent interpersonal skills; sensitivity to cultural and personal diversity.
- Effective oral and written communication skills.
- Experience with database applications.
- Knowledge of HIV/AIDS issues and current HIV/AIDS treatment protocols.
- Bilingual (English/Spanish).

Compensation: Minimum rate of \$16.00/hour with no benefits.

To Apply: Submit letter of interest, resume with dates of employment, and names, addresses, and phone numbers of three professional references to the Director of HR, Southern Arizona AIDS Foundation, 375 S. Euclid Ave., Tucson, AZ, 85719, e-mail to hr@saaf.org or visit www.saaf.org. Open until filled.

Affirmative Action: The Southern Arizona AIDS Foundation is an Affirmative Action/Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, age, or disability.

Start Date: As soon as possible.