



Job Description – ACA Enrollment Specialist

The Association of Vietnamese Americans (AVA), formerly known as Maryland Vietnamese Mutual Association (MVMA), is seeking a Healthcare Enrollment Specialist for its programs serving youth, parents and senior citizens in the Vietnamese American and immigrant communities. This is a temporary, 4-month, grant-funded position from mid-October to mid-February.

Duties and Responsibilities:

The Healthcare Enrollment Specialist will provide application assistance to families and individuals in need of health insurance under the Affordable Care Act (ACA) regulations. The Healthcare Enrollment Specialist will obtain training from AVA and from Maryland Health Benefit Exchange (MHBE) to become a Certified Application Counselor (CAC).

Duties and responsibilities include but are not limited to:

- Enroll all eligible and uninsured individuals into health coverage, including facilitating enrollment into Medicaid, Maryland Children’s Health Program, Qualified Health Plans, and Qualified Dental Plans
- Provide enrollees and their families with proper guidance and consultation on how to navigate the health care system, including programs and subsidies
- Describe the features and benefits of health insurance coverage in general terms – in a nonpartisan manner – including cost-sharing mechanisms like deductibles, co-pays, or co-insurance and how these work
- Complete all health insurance applications, and ensure that follow-up with each case is consistent
- Work closely with the Executive Director and staff, as well as government agencies and other local non profits

Qualifications

- Fluency in English and Vietnamese
- Bachelor’s Degree
- U.S. citizen or permanent resident
- Must be willing to work in a flexible schedule (some evenings and/or half a day on some Saturdays)
- Strong interpersonal and communication skills
- Well-organized and self-directed
- Ability to work in a group setting

Compensation

40 hours a week. \$18/hour. No benefits.

To Apply

Email your résumé to Hoan Dang at: Hoan.Dang@mdvietmutual.org. No phone calls please.