



Neighborhood Health – Certified Application Counselor
Full-time, 40 Hours

At Neighborhood Health, we're passionate about our mission to provide a kind and caring premiere workforce. Our team-based approach to comprehensive patient care creates a challenging and rewarding work environment where you have a direct role in helping members of our community receive quality medical services they can afford. And that's something you can feel good about.

As a member of our growing team, you will feel at home in a fun and diverse community of healthcare professionals. Our goal is simple: improving access to healthcare in our community and surrounding areas. Neighborhood Health is looking to add a Certified Application Counselor to our team. Together, we are all committed to building healthier communities by delivering comprehensive, quality health care with compassion and respect.

As a Certified Application Counselor, you will:

- ✓ Answer all NH enrollment center calls in a prompt, pleasant, and helpful manner.
- ✓ Provide enrollment assistance such as completing coverage applications, gathering required documentation, and troubleshooting the enrollment process.
- ✓ Provide accurate information to educate NH patients and other consumers on health coverage and the enrollment process.
- ✓ Engage in follow up conversations and offer renewal assistance for enrolled individuals.
- ✓ Provide guidance and assistance for consumers who need to update demographic or income information with the health insurance marketplace to obtain coverage or make other changes as allowed.

Requirements:

- One year of experience working with the public in a customer service/office role required.

Education Requirements:

- High School Diploma or GED

This position is full-time with benefits. We offer competitive pay, health, dental, vision, critical illness & accident insurance, 403(b) retirement plan, PTO, and paid holidays.

Interested? Send a resume along with cover letter to NHC Human Resources Department at: PO Box 11949, Fort Wayne, IN 46862, or by email to: hrdept@nhci.org. You may also fax your information to 260-969-2911.

Neighborhood Health is an Equal Opportunity Employer. Neighborhood Health does not exclude people or treat them differently for any aspect of the organization because of race, color, national origin, age, disability (physical or mental), or sex (including sexual orientation).

If you are a qualified individual with a disability or a disabled veteran, you may request a reasonable accommodation if you are unable or limited in your ability to access job openings or apply for a job on this site as a result of your disability. You can request reasonable accommodations by contacting Human Resources at hrdept@nhci.org