

**Position:** 2-1-1 NAVIGATOR (PART-TIME)  
**Hiring Organization:** United Way of Salt Lake  
Salt Lake City, UT  
**Department:** 2-1-1 INFORMATION AND REFERRAL  
**Reports to:** 2-1-1 PROJECT MANAGER  
[www.uw.org](http://www.uw.org)  
**Date Prepared:** August 17, 2015

### **ORGANIZATION BACKGROUND AND EVOLUTION**

United Way of Salt Lake (UWSL) has made a promise to our community – to change the odds so all children and their families have the same chance to succeed in school and life. Our role has evolved from primarily a fund-raising, fund distribution organization to what it is today - a community problem-solving organization, dedicated to advancing the education, income and health of our neighborhoods and communities to ensure that every child succeeds every step of the way, from cradle to career.

UWSL has adopted a unique approach to community problem-solving called Collective Impact. Collective Impact brings many different sectors together to find new and innovative ways to address challenges and develop lasting changes.

UWSL is committed to excellence. We have adopted high standards of accountability and operate with integrity and transparency. We provide outstanding customer service.

### **WORK ENVIRONMENT**

UWSL's work environment is fast-paced, friendly, committed, nonpartisan and ever-changing. Employees are dedicated, appreciated and recognized for their efforts, and all levels of personnel are engaged in the work daily. We offer competitive wages and a generous, comprehensive benefit package. Our focus is on high-level results – communicating, aligning and integrating around our organizational goals.

### **POSITION OVERVIEW**

The Part Time 2-1-1 Navigator will work with the 2-1-1- Project Lead Specialist and Navigator on the implementation of the Navigator requirements as it pertains to a federal grant awarded to United Way 2-1-1, Utah Health Policy Project and the Association for Utah Community Health (AUCH) to ensure that all Utahns understand the requirement of the health insurance requirements mandated by the Affordable Care Act (ACA). This position will work with the Project Lead Specialist and Utah HealthCorps members that will be serving as Certified Application Counselors (CAC) to plan and execute public education events to raise awareness about the ACA and the Health Insurance Exchange in Tooele, Davis and Summit counties.

### **KEY RESPONSIBILITIES**

1. Support the 2-1-1 Project Lead Specialist and Navigator with project implementation and tracking measures to ensure compliance with Navigator grant
2. Support the education and training of 2-1-1 staff on health care and health insurance initiatives
3. Maintain expertise in ACA eligibility, enrollment and program specifications
4. Coordinate with other Take Care Utah Navigators and CAC's in outreach and enrollment efforts
5. Initiate and maintain relationships with community partners in Tooele, Davis, and Summit counties to facilitate enrollment
6. Participate in outreach and awareness activities which include but may not be limited to presentations, tabling events and fairs
7. Participate in weekly/monthly meetings with site and project staff
8. Attend Monthly Take Care Utah Navigator meetings
9. Collect data specific to the requirements of the Navigator Grant

10. Assist in the preparation of progress reports and other reporting requirements
11. Adhere to OER policies and procedures and those of the Project Grantee
12. Provide information and services in a fair, accurate and impartial manner
13. Other duties as assigned

#### **POSITION REQUIREMENTS**

- Ability to work in a professional manner with a wide variety of personalities and backgrounds
- Strong written and oral communication skills
- Detail-oriented with the ability to plan, manage, delegate and follow through on multiple projects
- Computer experience with Word, Excel and database programs
- Excellent interpersonal and problem solving skills
- High standards of professional ethics and conduct
- Ability and means to travel on a flexible schedule as needed

#### **MINIMUM QUALIFICATIONS**

- Bachelor's degree in social or human services field **OR** equivalent directly related experience
- Experience in health care or health insurance related field
- Understanding of the functions of health and human services agencies statewide
- Knowledgeable about database functions
- Experience training and/or working with volunteers

#### **PHYSICAL REQUIREMENTS**

The employee is regularly required to communicate clearly, in oral and written formats, with others in person, over the phone and via other devices. The employee must be able to transcribe, read extensively, prepare and analyze data and figures, operate a computer and other standard office machinery. The employee is required to regularly travel to locations outside of UWSL's facilities to set up displays and presentations in both physical and electronic forms. The employee must have the ability to lift, carry, push and/or pull objects weighing up to 20lbs.

#### **SALARY INFORMATION & FLSA STATUS**

This is a non-exempt position that pays \$15.00 per hour.

#### **TO APPLY**

**Read complete job description before applying.** Only complete applications will be considered for the position. Complete applications include (1) an employment application (see website), (2) a cover letter, and (3) a resume. Employment applications and the complete job description can be found at <http://www.uw.org/about-us/careers/>.

***NOTE:*** *The statements in this position description are intended to describe the general nature and level of work being performed but are not to be seen as a complete list of responsibilities, duties, and skills required of the person employed. Also, the statements do not establish a contract for employment and are subject to change at the discretion of the employer.*