

CEP, INC.
is accepting applications for a
Project Director – ACA Health Insurance (LTE1)

QUALIFICATIONS: Bachelor's degree from four-year College or university; or one to two years related experience and/or training; or equivalent combination of education and experience.

LOCATION: CEP, Inc. Office: Ashland

POSITION DESCRIPTION:

The Northwest Wisconsin Concentrated Employment Program (CEP, Inc.) is a private non-profit company dedicated to strengthening the economy in Northwestern Wisconsin by providing effective and efficient workforce development services to employers and job seekers. CEP, Inc. has an opening for a Full-time Project Director. The Project Director will lead, and support the organization efforts with the Affordable Care Act Navigator and Connecting Kids to Coverage initiatives. The Project Director will be responsible for program coordination, development of program policies, procedures, and overall implementation. The Project Director will also act as the lead Navigator for the project and provides information to other navigators as needed. This is a limited term position.

Wage: \$30,037.67 to 36712.04 per year. This is a Full-time position (37.5 hours per week).

BENEFITS: Health insurance plan; dental and vision benefit generous paid vacations, holidays and sick leave; cooperative employer/employee retirement plan option.

HOW TO APPLY: Go to <http://nwcep.org/cep-employment-opportunities> for further details and instructions on how to apply. The application process must be completed on or before Friday, August 5, 2016. Questions may be directed to:

Mr. Cory Kempf
Human Resource Manager
CEP, Inc., 1805 N. 14th Street
Superior, WI 54880
(715) 392-6081

*Northwest Wisconsin Concentrated Employment Program, Inc.
is an Equal Opportunity Employer/Program
Auxiliary aids and services are available upon request
to individuals with disabilities*

NWCEP Job Description

Job Title: Project Director – ACA Health Insurance (LTE1)
Reports To: Executive Director
FLSA Status: Exempt
Prepared By: Cory Kempf
Effective Date: 7/11/16

Summary: The Project Director will lead, and support the organization efforts with the Affordable Care Act Navigator and Connecting Kids to Coverage initiatives. The Project Director will be responsible for program coordination, development of program policies, procedures, and overall implementation. The Project Director will also act as the lead Navigator for the project and provides information to other navigators as needed.

Essential Duties and Responsibilities: include the following. Other duties may be assigned.

Provides navigator services as needed in any area of the ten county region that the agency serves and can also, if requested, assist subcontractors with navigator duties.

Insures that all navigators are properly trained and licensed each year before services can be provided.

Tracks all licenses for expiration dates and continued education as required by the State of Wisconsin.

Provides weekly or monthly training to navigators, including sub grantee navigators, via phone, email or through face to face trainings.

Train all navigators and subcontractors on reporting requirements and provides information regarding use of Affordable Care Act forms and locally developed forms.

Fills out and submits the State of Wisconsin yearly agency license and makes sure the yearly insurance policy remains in force.

Responsible for insuring that the yearly grant application is developed and submitted in a timely manner.

Answers questions from the general public and gives information to news media if requested.

Develops the goals and objectives of the yearly work plan and assigns goals to individual navigators and subcontractors.

In cooperation with the Finance Director, develops the yearly subcontractor agreement, insure it is signed and that subcontractors follow the agreement as signed.

Responsible for all reporting to the funding source and to stakeholder Boards of Directors.

Acts as a liaison between the funding source staff and the agency to insure the goals and objectives of the agreement are reached.

Develops an evaluation tool that is used to insure that goals and objectives are reached.

Conduct Quarterly evaluations and subcontractor performance evaluations for review.

Acts as the Liaison between the agency and subcontractors.

Conduct monthly or weekly phone meetings or email meetings with the funding source and with each subcontractor designated project manager.

Trains navigators on the safe keeping of Personally Identifiable Information (PII) and reports any breaches to CMS.

Tracks the grant budget and subcontractor budgets on a monthly basis.

Assists the Finance Director each year to develop the budget and works with subcontractors to insure their budgets are within required limits.

Must have experience supporting a team that is working towards specific goals.

Identify problems and independently collect, logically organize and analyze information and/or data in order to make appropriate decisions or recommendations.

Efficiently and effectively coordinate multiple activities and/or the work of others and achieve appropriate results.

Listen and communicate effectively in the context of working with a team and communicating a project's intent and goals to a broad audience.

Confers with staff to outline work plans and to assign duties, responsibilities, and scope of authority.

Directs and coordinates activities of staff to ensure project progresses on schedule and within prescribed budget.

Arrange for and conduct public education activities.

Distribute fair and impartial information about enrollment in qualified plans and about availability of premium tax credits and cost sharing assistance in the exchange.

Help with enrollment in qualified plans in the area assigned.

Refer people who need help resolving a problem with their health plan or with their premium assistance to a consumer assistance or ombudsman program or to another appropriate agency that can help with a grievance or appeal.

Provide information in an appropriate language and cultural manner to consumers.

Interact with the media to disseminate correct information about the Affordable Care Act and MACRA Act to facilitate marketing of outreach, education or enrollment events.

Complete all training and licensing steps necessary to become a State of Wisconsin licensed Navigator and to maintain expertise as an Affordable Care Act Navigator by participating in ongoing trainings and webinars.

Maintain confidentiality at all times and will attest to the fact that they have no conflict of interests in performing the duties assigned.

Supervisory Responsibilities:

No Supervisory Duties.

Competency:

To perform the job successfully, an individual should possess the following characteristics: demonstrate attention to detail, the ability to resolve problems in a timely manner, the ability to gather and analyze data, maintain confidentiality, ability to meet deadlines, demonstrate accuracy and thoroughness, the ability to follow instructions as given and to give instructions in a clear and concise manner, the ability to read and interpret detailed and technical written information and instructions.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

Bachelor's degree from four-year College or university; or one to two years related experience and/or training; or equivalent combination of education and experience.

Language Skills:

Ability to read, analyze, and interpret technical procedures; insurance forms and regulations; as well as governmental regulations and forms. Ability to write reports, fill out forms correctly, write business correspondence, as well as ability to write accounting reports from the computerized accounting system. Ability to speak read and write fluent English.

Mathematical Skills:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to apply concepts such as fractions, percentages, ratios, to practical situations.

Reasoning Ability:

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions and deal with several abstract variables.

Computer Skills: To perform this job successfully, an individual should be knowledgeable in the use of Internet browsers, email clients, MS Excel and MS Word.

Certificates, Licenses, Registrations:

Complete all training and licensing steps necessary to become a State of Wisconsin licensed Navigator and to maintain expertise as an Affordable Care Act Navigator by participating in ongoing trainings and webinars.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this Job, the employee is regularly required to sit and use hands to finger, handle, or feel. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 25 pounds.

Other:

This job will require extensive travel. Applicants must have a valid driver license and reliable transportation with insurance.