Certified Application Counselor  
Part-Time Contract Position ($18/hour)

Background Description:

Johnson County Public Health strives to promote, protect, and improve the safety, health, and well-being of Johnson County. Our vision is a community where all can achieve optimal health.

In 2010 the Affordable Care Act was enacted, and the Insurance Marketplace was created. In 2013 the Marketplace opened as an online place that allows consumers to enroll in health insurance. Depending on income many people can purchase insurance at low or no cost. Since 2017, Johnson County Public Health (JCPH) has assisted county residents to enroll in healthcare through the Marketplace by employing a part-time contract Certified Application Counselor (CAC).

In this role you will:

- Undergo paid self-guided training
- Undergo paid online CMS training to become certified
- Respond to telephone and electronic requests for assistance and schedule visits
- Assist clients via telephone, virtually, or through in-person appointments
- Maintain accurate documentation and reporting of services provided

In this role you must:

- Provide your own laptop computer for appointments
- Use your own phone (Google number) for communication
- Submit monthly or quarterly invoices (you will receive a 1099 for tax purposes)
- Communicate with Johnson County Public Health staff on a regular basis
- Manage your own work schedule (this is a contract position)

To do this job it is useful to have:

- An understanding of insurance and healthcare systems
- The ability to work with clients from diverse backgrounds
- Experience communicating with people who have low health literacy
- A willingness to work using a health equity lens
- Familiarity working with an interpreter and/or the ability to speak another language
The hours for this position are very flexible. The ideal candidate will have some availability during both daytime and evening hours and will have occasional weekend availability. All appointments are scheduled in advance so you can arrange around school, family, and even another job.

The number of hours worked per week will vary from 0 to up to 20 and will depend on need. We are unable to guarantee a minimum number of hours per week. This is a year-round position but is busiest from November 1-January 15, during open enrollment.

This is a contract position so you will not receive direct day-to-day supervision from JCPH staff. We will always be available to answer questions and provide support, but you will manage your own work. You need to be a confident, organized person to succeed in this position.

Please contact Jennifer Miller with questions or to submit a resume and letter of interest before September 26, 2023.

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