

Navigator/Community Resource Coordinator



**POSITION
AVAILABLE**

Location:

Empowerment Systems, Inc.
2066 West Apache Trail
Suite 116
Apache Junction, AZ 85120

Phone:

480-367-6937

Contact:

Martha McNair

Salary based on experience

A family friendly company with excellent benefits

**Email resume and salary requirements to
Martha McNair at mmcnair@empowermentsystems.org**

Requirements:

- Bi-lingual in English and Spanish
- Experience with Marketplace and Medicaid enrollment preferred
- Excellent customer service skills
- High School diploma or GED
- Good written and verbal communication skills
- Ability to travel in surrounding area 1-2 days per month
- Proficient in Microsoft programs including Word and Excel
- Experience with navigating the internet

Job Duties:

- Operate the resource center Monday-Friday 8:00 am-5:00 pm.
- Enroll participants in governmental programs such as AHCCCS, SNAP, TANF, KidsCare, Medicare savings program, unemployment, and the Health Insurance Marketplace.
- Help community members obtain needed services and maintain the center resources.
- Update job board with job openings in the community.
- Assist clients with resume writing and job applications.
- Record and report weekly/monthly participants attendance numbers using excel spreadsheet.
- Coordinate/participate in monthly programs at the Center including the NETWORK partner meeting, Healthy Harvest food distribution, and other health and wellness activities.
- Coordinate activities and projects with other individuals or groups as required by established partnerships, agreements, or contracts.