

**MARYLAND AREA HEALTH EDUCATION CENTER AHEC West**  
**Job Description**

**Job Title:** Connector Entity Navigator

**Position Grade:** 5

**Locations:** Allegany County

**Date of Employment:**

Exempt

Non-Exempt

**Job Reports to:** Program Coordinator

**Purpose:** To conduct outreach activities and provide enrollment assistance in the Far Western Region

**Job Summary:**

- Serve as trained and certified Navigator for the Connector Entity
- Attend trainings and workshops as requested/required
- Work with regional community-based organizations related to assigned AHEC West programs
- Prepare applicable program reports
- Work directly with Local Departments of Social Services (LDSS), Local Health Departments (LHD), and Community Action Coalition staff, as well other community organizations, as needed or required
- Maintain an ongoing presence with community partners and at the LDSSs and LHDs and will ensure warm hand-offs from these valued partners
- Provide benefits counseling in a culturally competent manor
- Respond to assistance requests from both the community and the MHBE
- Provide reports as requested or needed
- Other duties as assigned

**Qualifications:**

- High School diploma
- Minimum two years' experience in conducting outreach activities
- Experience with enrollment into health plans preferred
- Computer literacy skills, including the Microsoft Office Suite and Google Apps
- Ability to use written and oral communication effectively
- Ability to work both independently and as a team member
- Available evenings and weekends and regional travel as needed
- Other duties as assigned

**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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Frequently sit and walk
- Talk and hear
- Drive a motor vehicle
- Use hands and fingers to feel, handle or operate objects, tools or controls
- Reach with hands and arms
- Occasionally lift and/or move up to 20 pounds

Specific vision abilities required by this job include close vision and ability to adjust focus

**NOTE:** Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

**FTE Salary Range:** \$27,040 - \$45,026