



IMMEDIATE OPENING: Client Services Outreach Coordinator

The Health and Welfare Council of Long Island (HWCLI) is a private, not for profit, health and human services planning, research/public education and advocacy organization that serves as the umbrella for public and voluntary agencies serving Long Island's poor and vulnerable individuals and families. HWCLI's mission is to respond to the needs of Long Island's vulnerable families and individuals ensuring that the voice of the powerless is heard.

Program Summary:

At HWCLI, we assist clients with accessing benefits and resources including the Supplemental Nutrition Assistance Program (SNAP), health insurance through the NYS Health Insurance Marketplace, affordable and quality health care for individuals with and without healthcare and free tax preparation services. HWCLI builds relationships in specific low-income communities through a targeted outreach and engagement plan and by creating referrals with partner agencies.

Job Summary:

The Health and Welfare Council of Long Island is seeking an individual to conduct grassroots community outreach, build partnerships with other agencies for referrals and provide assistance to clients enrolling in benefit programs.

Responsibilities:

- Educate and train partners on SNAP, accessing healthcare and its relevance to the services they provide
- Update partners on SNAP & healthcare guidelines and requirements
- Train partners on basic SNAP eligibility to ensure the creation of an effective referral system
- Develop materials with targeted outreach messages for their specific client demographics; tailoring the message and medium for the target audience
- Develop and pilot a range of referral systems resulting in the client's information being sent to HWCLI for follow-up with the client's consent
- Provide information, prescreening and application assistance to referred clients
- Target outreach to reach newly eligible clients
- Provide pre-counseling enrollment advise on healthcare coverage options
- Give referrals to primary care doctors and specialists within the plan network
- Assist with resolving medical billing issues
- Attend monthly meetings with the navigator network addressing social issues and advocate for clients regarding healthcare enrollment issues.

Key Skill Sets and Requirements:

- Strong commitment to social justice and HWCLI's mission
- Strong communication and facilitation skills



- Flexibility to engage in other projects as the need arises
- High energy, team player
- Excellent organizational skills and attention to detail
- Strong interpersonal skills
- Excellent written and oral communication skills
- The ability to juggle multiple tasks at the same time
- Comfortable working with diverse communities and individuals
- Computer Skills
- Minimum of B.A. or B.S. degree. Significant work experience required
- Vehicle required for travel throughout Long Island
- Must be able to work evenings and weekends
- Bi-lingual (English/Spanish) required

Benefits:

- Compensation is commensurate with experience
- Flexible Spending Accounts
- Holidays/Vacation/ Sick Time

Term: This is a full-time position

To Apply: Please send cover letter and resume to jobs@hwcli.com. HWCLI is an equal opportunity employer.