



JOB ANNOUNCEMENT – July 1, 2020

Outreach and Community Navigators

The Pennsylvania Health Law Project (PHLP) seeks an energetic, confident, and culturally sensitive individual for an exciting and new initiative: identifying marginalized communities struggling to get tested and treated for COVID-19, targeting outreach efforts to these communities to increase awareness of testing and treatment sites and resources, and helping individuals in these communities connect to COVID-19 related services as well as other health care services and/or health care coverage.

Low-income and marginalized communities—especially Black communities—are being hardest hit by COVID-19. Infection and mortality rates remain high. Testing and treatment remain too low. PHLP is seeking to hire navigators to help us partner with community-based organizations to develop and disseminate information about testing and treatment for COVID-19 and to drive individuals to PHLP’s legal services for assistance as needed.

This position is a temporary full-time position. Because of the COVID-19 pandemic, the successful candidate is expected to work remotely but will be communicating with communities throughout the state. **Experience and familiarity with the capital area (e.g., Harrisburg, York, Lancaster), Reading, Allentown, or Pittsburgh is strongly preferred.** All required training will be provided. **Applications will be reviewed on a rolling and expedited basis.**

PHLP Mission and Strategies: PHLP is the designated state-wide health advocacy project of the Pennsylvania Legal Aid Network. PHLP has a single focus: to protect and advance the health rights of low-income and underserved individuals. In support of this mission, we primarily serve clients seeking health insurance coverage or services through Medicaid or the Children’s Health Insurance Program.

About the Position: The Outreach and Community Navigator position is **new**. We are hiring **at least two navigators**. Both will spend time investigating the availability of testing and treatment for COVID-19 in vulnerable communities as well as insurance coverage for the same, and then communicating those results to trusted local community partners. Navigators are also expected to help people enroll in health coverage programs like Medicaid or help them stay enrolled by completing application or renewal forms. Excellent communication skills are a must. This position is a short-term and temporary position and is expected to end November 30, 2020.

Duties and Description: The position will require some or all the following:

- Researching, investigating, and documenting resources for various marginalized populations to get tested and treated for COVID-19 (e.g., marginalized populations in York, Harrisburg, Reading)
- Creating education materials such as fact sheets, newsletter articles, and presentations/trainings to professional and lay audiences
- Building and maintaining contacts with trusted community-based organizations
- Basic knowledge of Pennsylvania Medicaid and ability (or capable of becoming) to describe about services and supports available through Medicaid and how people get Medicaid coverage
- Generating referrals to PHLP's Helpline by working with community-based service organizations and media outlets (e.g., newspaper reporters covering COVID-19)
- Help uninsured individuals fill out Medicaid application paperwork and (with other PHLP staff) advocate on their behalf to help them overcome enrollment barriers

Required Qualifications

- Associate's or higher degree required; Bachelor's degree and relevant professional work experience preferred
- Background in community organizing strongly preferred
- Knowledge of Pennsylvania's Medicaid program preferred
- Excellent verbal and written communication skills
- Excellent active listening skills to understand the challenges of getting tested for COVID and to recall this information in follow-up conversations
- Possess compassion, positivity and patience and willingness to build authentic relationships with low-income people and their advocates
- Ability to work independently and demonstrate initiative and self-motivation
- Have strong organizational skills

Salary: Starting salary is up to \$3,500 per month with opportunity for health insurance coverage and other benefits through November 30, 2020.

How to Apply: Please submit a resume and a cover letter **by email** to hr@phlp.org. In your cover letter we invite you to tell us about your unique background and about your experience with underserved communities. Applications will be reviewed on a rolling and expedited basis. All applicants will be contacted to confirm acknowledgment of the materials and then contacted only if selected for an interview. Address cover letter to:

Mr. Laval Miller-Wilson, Executive Director
Pennsylvania Health Law Project
123 Chestnut Street, Suite 400
Philadelphia, PA 19106

PHLP is committed to a diverse staff. People of color, persons who are bi-cultural or bi-lingual, women, persons with disabilities, and persons who identify as LGBTQ are encouraged to apply.