



Job Title: MNSure Navigator
Department: MNSure
Reports To: MNSure Program Supervisor
FLSA Status: Exempt – 1.0 FTE
Salary Range: \$46,000 to \$48,000 per year
Prepared Date: 4/5/2022

Organization Description:

The International Institute of Minnesota (IIM) is a fast-paced, innovative organization with talented staff who are mission driven and support one another in their work. Since 1974 IIM has resettled 25,000 refugees in the Twin Cities and remains one of the largest sponsors of refugees statewide. Its immigration and citizenship services helped nearly 15,000 New Americans achieve U.S. citizenship since 2001. From 2012 to 2018, IIM experienced exponential growth, establishing the organization as an expert in education and workforce development for immigrant and refugee communities. With more than 21 million refugees worldwide waiting to begin new lives, and an increasing workforce shortage in Minnesota, IIM's programs continue to be in demand and important abroad and in Minnesota.

Purpose:

The purpose of this position to help and assist New Americans with the Minnesota MNSure health insurance process. This position will help serve as a main support contact for all MNSure inquiries for students and clients at IIM.

Duties and Responsibilities:

- Complete annual MNSure Navigator training
- Design and update descriptive program material
- Distribute program material to students in IIM classes and at outreach events
- Present health insurance information to all IIM classes
- Screen all IIM students for health insurance eligibility
- Provide open communication with all IIM staff to ensure smooth referral process
- Fill out and submit MNSure applications for eligible IIM students and clients
- Assist with MNSure renewal processes
- Educate MNSure clients in the proper use of their health insurance
- Maintain MNSure Outreach client database
- Track client enrollment details to ensure accurate state reimbursement payments with Financial Director
- Write and submit monthly reports for MNSure Grant
- Assist grant writer with grant applications

- If time permits, advertise IIM's MNSure Outreach program externally, and help eligible new clients through the application process
- Meet regularly with MNSure Outreach Grant supervisor
- Attend required IIM staff meetings
- Participate, together with all IIM staff, in the annual Festival of Nations
- Other duties, as assigned

Requirements:

- Fully vaccinated for COVID-19
- Commitment to the human rights and general welfare of New Americans
- Ability to work independently and in consultation with staff members of Refugee Services, Medical Careers Pathway, Hospitality Careers Pathway, and English for Work
- Must be well organized and able to handle multiple responsibilities and details
- Preference given to applicants who speak Karen, French, Somali, or Spanish fluently
- Excellent communication skills in written and spoken English required
- Experience with Microsoft Office applications, and ability to manage program databases.

Physical Demands:

- Use of manual dexterity, tactile, visual, and audio acuity.
- Use of repetitive motion, prolonged periods of sitting, and sustained visual and mental applications and demands.
- Occasional lifting (up to 25 pounds), bending, pulling, and carrying.

EEO Statement:

International Institute of MN is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran, or disability status.

To Apply:

Submit cover letter and resume to Julie Garner-Pringle via email jgarner-pringle@iimn.org. Position opened until filled. No phone calls or walk-ins please.

Revised: 4/8/2022