

SHINE Program Assistant

HESSCO, a non-profit social services agency, seeks a 24 hours per week Program Assistant for the Regional SHINE Program (**S**erving **H**ealth **I**nsurance **N**eeds of **E**veryone). This position will work directly with the Regional SHINE Program Director and program volunteers. This position will provide general office administrative support, answering phones, data entry, and SHINE Counseling. Assistance at outreach events may also be required. If the applicant is not currently certified in SHINE, this training will be provided.

QUALIFICATIONS:

Previous Program Assistant and customer service experience required. SHINE or insurance experience preferred. Necessary computer skills include Microsoft Office programs, experience with client database software is preferred. A current driver's license and access to insured transportation required for travel. Access to secure internet connection for remote work required. Ability to work with consumers, volunteers, organize clerical and statistical records required.