

BENTON COUNTY POSITION DESCRIPTION

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|--|-------------------------|---------------------------|--------------------|------------------------------|
| CLASSIFICATION | BAND | GRADE | SUBGRADE | FLSA STATUS |
| Program Specialist | B | 2 | 1 | Non-Exempt |
| POSITION TITLE: | Health Navigator | | POSITION#: | |
| <input type="checkbox"/> New <input checked="" type="checkbox"/> Revised | Date: | 3/3/2014 | | |
| SERVICE TYPE: | | AFSCME | | |
| | Department: | Health Department | Supervisor: | Health Navigation Supervisor |
| FTE: | 1.0 | Employment Status: | Regular Full Time | |

Position Summary:

Works as part of an interdisciplinary team to conduct community level outreach, education, and navigation services. Conduct community organizing and mobilization to engage communities and organizations in health planning, program development and policy activities. May provide specialized services depending on area of assignment.

Essential Duties:

| No. | Major Functional Area (MFA) | % of Time |
|-----|--|-----------|
| 1 | MFA: Community Education and Mobilization Essential Duties: <ul style="list-style-type: none"> Develop and disseminate outreach and other health promotion strategies and materials to engage identified individuals and/or communities. Develop and maintain collaborative relationships with program partners including, but not restricted to: health care organizations, community-based organizations, other government programs or jurisdictions, businesses, communities of faith, etc. Participate in planning and conduct outreach at key community events, cultural celebrations, and other venues that provide outreach opportunities among the identified population. Serve on community coalitions, advisory groups, and task forces serving identified population to increase culturally appropriate outreach, operational coordination/collaboration, and effectiveness. | 40% |
| 2 | MFA: Outreach/Engagement to Program Populations Essential Duties: <ul style="list-style-type: none"> Serve as a member of an identified project and/or inter-disciplinary team, committee, coalition, etc. working to provide demographically appropriate outreach to identified populations Develop, implement, and evaluate population-specific programs Facilitate enrollment and participation in medical and social assistance programs, such as Oregon Health Plan, Oregon Mothers Care, WIC, and other community-based programs. Improve and facilitate access to and utilization of internal and external services, resources, and programs. | 40% |
| 3 | MFA: Data Collection, Reporting, and Evaluation Essential Duties: <ul style="list-style-type: none"> Review and utilize program-relevant data systems to assist in service delivery, monitor health status indicator measures, and program outcome compliance, improvement and evaluation. Complete or contribute to program reports as required and assigned. Maintain compliance with Federal, State, County and other program elements, requirements, deliverables, etc. | 10% |
| 4 | MFA: Special Projects Essential Duties: | 10% |

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| | <ul style="list-style-type: none"> • Coordinate with graduate and undergraduate student interns and/or program volunteers to support program activities. • Participate in authoring journal articles, media releases, attend professional conferences as a presenter and/or facilitator, and provide training and technical assistance to other groups and organizations. • Participate as an active member of inter-disciplinary teams, and other health services & county initiatives to improve and integrate services. | |
| Percentages should total 100% | | 100% |

Special Requirements:

Bilingual Spanish-English may be required depending on position.
Valid Oregon Driver's License

Physical Requirements:

While performing the duties of this job, the employee is frequently required to use hands to finger, handle or feel; talk; or hear. The employee is occasionally required to stand; walk; sit; reach with hands and arms; and stoop; kneel; or crouch. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, depth perception and ability to adjust focus.

The employee may work any hours as urgent and emergent work demands, nights and weekends. The noise level in the work environment is quiet to moderate. **Check the following that applies to this position:** The employee may occasionally: work with angry or hostile clients or members of the public, work with toxic substances and biohazards, and exposure to infectious illnesses.

Emergency Preparedness:

Benton County is committed to emergency preparedness planning and implementation, and disaster recovery. In the case of a Health Department, County, State, Federal or other emergency or disaster, this position may be called upon to assist in responding. This may require the assignment of additional responsibilities, depending on the circumstances. These responsibilities could include unscheduled temporary changes in work schedule and/or work duties, including evenings and weekends, work relocation, overtime, working with other community agencies such as the local Fire Department, hospitals, the Red Cross and other emergency responders. The ability to be flexible is critical in our overall response to the emergency or disaster. Under Emergency situations this position may be called in to work, supporting Administration in regular duties or other work as assigned. Per County personnel policy, this position may be included in the agency's essential personnel for emergency/disaster response.

Quality Improvement Participation:

Employees are expected to participate in improving BHS' performance, processes, and programs through quality improvement activities, use of the PDSA model and participating on QI teams as assigned.

NOTE: The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.