

Clark County Health Department

Administrative Offices 529 East Home Road, Springfield, Ohio 45503

937-390-5600 | ccchd.com | health@ccchd.com



JOB OPPORTUNITY

Job Title	Public Health Navigator
Team	Nursing
Supervisor	Communicable Disease Supervisor
Director	Director of Nursing
Programs	Community Health Connect Clinic
Funding Sources	Grant
Civil Service and FLSA Status	Non-exempt, Classified
Appointment Status	Full-time
Grade/Classification	19
Insurance Benefits	Eligible for full-time benefits
Leave Benefits	Eligible for Health, Dental, Vision, Group Life
Pay Range	\$19.29 to start with 3.5% pay raise upon successful completion of probation
Regular Hours	40
Date Posted	12/23/2024
Candidate Review	Rolling basis beginning 12/26/2024

JOB SUMMARY

The Public Health Navigator will plan, develop and administer the social service component of the Community Health Connect.

EDUCATION & QUALIFICATIONS

Bachelor of Public Health, Social Work or similar field. Two (2) years of experience in connecting people with services, public health, health care or mental health setting preferred. CPR certification within one (1) year of hire.

ESSENTIAL FUNCTIONS

Work with the project to complete the following:

- Plan, develop and administer the referral service component of the clinic
- Reaches out to clients to assess their most urgent needs, evaluates the clients' situation, listens to the clients' concerns and identifies barriers to accessing services
- Perform an assessment and develop a detailed plan of action to meet the needs of the client, set goals and arranges for other services or resources as needed
- Monitors cases by evaluating treatment and providing personal support and interviewing in crisis
- Recommends and assists clients to schedule counselling or follow up services for clients in individual or group settings
- Maintains confidentiality, respect client's privacy and preserves the client's routing and independence as much as possible
- Educates and assists clients in learning how to access and utilize community resources and assist with linking needed professional and community resources

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- Provides follow-up and support calls with clients to ensure services are beneficial and clients are continuing to meet goals and make positive lifestyle choices
- Evaluates client satisfaction and quality of care provided
- Make recommendations to improve quality of care as necessary
- Assists with applications and eligibility for healthcare coverage such as Medicaid
- Acts as a liaison and resource person for community, staff and other agencies
- May work with students from community educational programs
- Maintain a community resource guide and seek out new resources to meet needs
- Maintain a thorough process for tracking referrals and follow-up procedures
- Maintain a system to obtain feedback from referral agencies
- Maintains client records and documentation according to program and accreditation standards and protocols
- Completes all necessary documentation and statistical reports within required timelines

Participates in agency disaster preparedness activities; may be required to report for work outside normal working hours during an emergency; available 24/7 for consultation related to bioterrorism/public health emergencies; meets all public health core competencies as outlined by the position's Supervisor; completes other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

Records management, detail oriented. Safety practices and procedures. English grammar and spelling. Must be approved and fit tested for N95 use upon hire.

This job requires proficiency of computers skills including Microsoft Office (Word, Excel, PowerPoint, Outlook), Adobe Reader, e-mail, electronic calendar, and internet research; ability to compile, consolidate and summarize information; exceptional knowledge and use of English grammar, spelling, written format and punctuation; effective verbal and written communication skills; ability to work independently and as part of a team both in a dependable manner; knowledge of community resources; be able to effusively deal with stress; ability to learn and use a computer and web-based reporting program for completing on-line reports; ability to establish and maintain effective working relationships with other agency and organization representatives; knowledge and skills associated with detailed recordkeeping and reporting procedures; ability to meet multiple deadlines, excellent organizational skills, and adhere to confidentiality requirements.

PHYSICAL DEMANDS AND WORKING CONDITIONS

The demands and conditions described here are representative of those the employee must meet to perform the essential functions of the job.

- Frequently required to sit, stand, walk, talk, write, listen and read in English.
- The employee may infrequently be required to climb, balance, stoop, kneel, crouch or crawl, reach with hands and arms, lift and/or move up to 25 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to focus.
- The noise level of the office is moderate. May occasionally be in environments with high noise levels.
- Involves travel by automobile to attend meetings with state agencies and community partners. Must have current driver's license valid in the state of Ohio and access to a personal automobile.

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ORGANIZATION OVERVIEW

The Clark County Combined Health District (CCCHD) protects and promotes the health of citizens and the environment through the efforts of dedicated and skilled employees and application of sound public health principles. Our role is to identify community health problems; diagnose and investigate health problems and health hazards in the community; and enforce laws and regulations that protect health and ensure safety. CCCHD offers a relaxed, positive, and friendly work environment. Some positions may offer remote working as an option. The work of equity, diversity and inclusion is the work of Public Health. We are committed to a future that is free of health inequities, that promotes the highest level of wellness for the communities we serve, and a diverse and inclusive public health workforce that embodies humility, respect, leadership and service on behalf of, and with, the diverse communities we are privileged to serve.

Interested applicants should send a cover letter, resume, and completed application to:

Shannon Hackathorne
Administrative Assistant to the Health Commissioner & HR Specialist

shackathorne@ccchd.com

Clark County Combined Health District
Administrative Offices at 529 East Home Road
Springfield, Ohio 45503

Applications will be accepted on a continuous basis until the position is filled.