

JOB DESCRIPTION

JOB TITLE: Community Health Navigator II – Oral Health

Full Time, Non-Exempt

\$16.00 / Hr

GENERAL STATEMENT OF DUTIES:

The Community Health Navigator II will be accountable for increasing awareness and educating the public on chronic disease, with a focus on oral health. Providing oral health education and coordinating preventive screenings in school settings will help improve access to care and health equity within the six counties that make up the Northeast Colorado Health District.

SUPERVISOR Health Promotions Manager | **DEPARTMENT** Client Health Services

LOCATION:

- Logan County Office (Sterling), Morgan County Office (Ft. Morgan), Yuma County Office (Yuma), Hybrid Telework/Onsite
- Specific requirements must be met to qualify for teleworking such as a private working space and high speed internet, etc.

PRIMARY DUTIES:

Any one position may not include all of the duties listed, nor do the listed examples include all tasks which may be found in positions of this class. The Northeast Colorado Health Department retains the right to modify or change the duties or essential and additional functions of the job at any time.

The Community Health Navigator II will be accountable for their assigned community health program(s). This will include providing assessments of community needs; working with the Health Promotions Manager to design, develop, promote and implement health education programs and services; with a focus on school-based oral health. The position will interact with other NCHD staff, community partners, and other agencies to ensure program continuity and customer service. Being bilingual in Spanish is a plus, but not required.

The Community Health Navigator II will make an impact at NCHD and in the community through the following activities:

- Increase the awareness of assigned programs at NCHD, focusing on low socio-economic populations who are on Medicaid and/or are underinsured.
- Partner and build collaborative relationships with community partners, the Colorado Department of Public Health & Environment (CDPHE) and internal staff including the Epidemiologist and Health Equity Specialist to further health equity within our region.

- Develop educational and informational materials for oral health-related chronic health issues including fact sheets, newsletters, web information and health educational displays, working in conjunction with the Media and Communications Specialist.
- Maintain and update a variety of records and reports pertaining to the assigned public health program(s), to include equipment management and inventory tracking.
- Handle basic program administrative duties to include answering phones, event coordination, and attendance at meetings as assigned.
- Work with the health professional(s) in area schools for dental screenings and to provide oral health education for students.
- Build and maintain professional relationships with local contract dental hygienists in order to facilitate successful oral health screenings.
- Ability to travel throughout Northeast Colorado to provide support as needed.
- Ability to transport necessary dental equipment and supplies to and from screening sites.

QUALIFICATIONS

A successful Community Health Navigator II will have the following traits and abilities:

- Strong work ethic and passion for community health.
- Ability to handle sensitive and confidential information with discretion and professionalism.
- Excellent interpersonal skills and ability to interact professionally with culturally diverse individuals in the community; strong empathy skills to handle challenging issues.
- Excellent communication skills, both written and verbal.
- Strong computer skills, including Microsoft Office, Google Mail and Google Calendar.
- Bachelors' Degree preferred. Associate Degree with 1-2 years of work history in Public Health or similar/related field. Consideration will be given to the appropriate candidate with a related work history of two+ years in lieu of education.
- Two+ years of experience in public health, human services, social work, behavioral health, wellness, oral health, or related fields. Experience can include volunteer or internship experience.
- Ability to speak, read, and write English fluently; Spanish is a plus.
- Must possess a valid driver's license and have access to dependable transportation readily available for business use.

WORKING ENVIRONMENT:

- Activities involve standing, sitting, driving, stooping, kneeling, climbing, lifting and carrying, transferring objects, reaching, pushing and pulling.
- Stairs are present in many offices.
- The climate and/or temperature may not be comfortable at times.
- Office equipment will be used including calculators, copy machines, telephones, keyboards and computers. Skills and activities require fine motor dexterity, good vision, good hearing and clear speaking.
- Travel is expected of all staff throughout the 6 county region (Logan, Morgan, Phillips, Sedgwick, Washington and Yuma).

DRUG-FREE WORKPLACE STATEMENT

The Northeast Colorado Health Department is a drug-free workplace that provides employment opportunities in compliance with all pertinent federal, state and local laws and values that promote employee participation in the delivery of quality services to and on behalf of the community.

EQUITY IN THE WORKPLACE

NCHD celebrates diversity in the workforce. We welcome applicants of all ages, ethnicities, genders, sexual orientations, and religions.

HIPAA STATEMENT

Employees are required to maintain sensitive and confidential client information according to the HIPAA policy.

EMERGENCY PREPAREDNESS AND RESPONSE DUTIES

Employees are required to complete emergency response training, exercises, and drills to prepare for a public health emergency. Employees required to support public health emergencies, incidents and events.

OTHER

The Community Health Navigator II position is a full-time position funded by grants. While there is no guarantee of continued employment if funding is discontinued, NCHD will attempt to place the affected employee in a position of equal responsibility and wage, if a position is open and available.

Benefits Include:

- Medical insurance options at the beginning of the month after hire
- Dental insurance options at the beginning of the month after hire
- Vision insurance options at the beginning of the month after hire
- Voluntary benefit options available at the beginning of the month after hire
- PERA Retirement upon hire
- 401K participation

UPDATED: 07/01/2021