

Winslow Indian Health Care Center

Job Vacancy Announcement #WDH-21-100

Closing Date: Open until filled



POSITION TITLE: Patient Navigator

DEPARTMENT: Medical Staff

Position Summary:

Under general supervision of the Chief Medical Officer, the patient navigator will serve as liaison between WIHCC, our patients, and the University of Arizona Cancer Center American Indian Colorectal Cancer Screening Consortium to increase the rates of colorectal cancer screening among our patient population. The successful candidate will identify eligible patients between ages 50-75 for whom screening has proven benefits, and educate them regarding colorectal cancer screening. The navigator will help patients overcome barriers to care to facilitate patients' successful participation in the screening process. The navigator will also provide educational classes on cancer risk and screening to community residents. The navigator will have direct interaction with professional staff, patients, and community-based organizations. Upholds the principles of WIHCC's Vision, Mission, and Value Statements. Maintains confidentiality of all privileged information at all times.

This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all-inclusive.

Essential Duties & Responsibilities:

- Maintains regular attendance and punctuality.
- Works with chapters and communities to identify community presentations sites.
- Conducts educational sessions regarding colorectal cancer prevention (lifestyle) and screening, and conducts follow-up.
- Reviews and evaluates teaching methods and work activities.
- Prepares and evaluates teaching methods and work activities.
- Prepares assignments, curriculum, classroom activities, or other materials.
- Conducts data gathering activities and pre-visit planning, utilizing WIHCC RPMS and HER to identify patients in eligible or high risk groups for whom colorectal cancer screening is indicated, and contacts them to encourage screening.
- Assists patients in overcoming barriers to completing screening services in clinic.
- Handles common questions and refers participants to the appropriate medical providers in the clinics for specific medical issues.
- Integrates culturally sensitive communication in all interactions with patients and community.
- Keeps logs of time spent to recruit sites, run the group classes and implement navigation for cost effectiveness.
- Tracks project results and provides relevant information to project managers as well as to WIHCC GPRA coordinator.
- Attends monthly team meetings to provide and receive feedback and enhance project function and effectiveness.
- Requires completion of tasks or duties assigned by a supervisor.
- Upholds all principles of confidentiality and patient care to the fullest extent.
- Adheres to all professional and ethical behavior standards of the healthcare industry.
- Adheres to WIHCC's Personnel Policies and Procedures, departmental policies, rules, and regulations.
- Interacts in an honest, trustworthy and dependable manner with patients, employees, visitors, and vendors.
- Possesses cultural awareness and sensitivity.
- Maintains compliance with all Human Resources requirements.
- Performs other duties as assigned.

Minimum Qualifications:

Master's degree in a health-related field; or a Bachelor's degree along with four years of experience working in a healthcare setting. Bilingual skills in English and Navajo language preferred. Must maintain a valid unrestricted and insurable driver's license. Must successfully pass a background investigation and maintain suitable requirements for a Child Care position. This position is considered as a Child Care position, which requires a satisfactory background check investigation and is subject to the requirements of the Indian Child Protection and Family Violence Prevention Act, as amended (henceforth referred as the ICPFVP Act).

Knowledge, Skills, Ability

- Knowledge of strong work ethics in the workplace.
- Knowledge of basic application of confidentiality.
- Knowledge of duties and responsibilities of the position.
- Knowledge of basic computer skills, e.g. Outlook, Word, Excel, PowerPoint.
- Ability to be dependable in attendance and job performance.
- Ability to meet attendance, overtime (if necessary), and other reliability requirements of the job.
- Ability to accept and learn from feedback.
- Ability to effectively communicate both in written and verbal.
- Ability to provide exemplary customer service at all times.
- Ability to interact positively with others and possess great interpersonal skills.
- Ability to multitask and perform well under pressure.
- Ability to have self-confidence.
- Ability to be a great team player.
- Ability to accept and learn from supervisor/peer critique.
- Ability to be flexible and adaptable to the changing needs of the organization.

Physical Demands:

While performing the duties of this job, the employee regularly is required to walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand; climb or balance; and stoop, kneel, crouch, or crawl. The employee frequently is required to taste or smell. The employee must occasionally lift and/or move up to 50 pounds.

Work Environment:

Work is performed in an office setting or outdoor work environment with a moderate noise level. Work environment may involve exposure to physical risks, such as blood borne pathogens and operating dangerous equipment or working with chemicals. Evening and/or weekend work may be required. Extended hours and irregular shifts may be required.

As required by P.L. 93-638, absolute preference will be given to qualified Navajo applicants. If there is no qualified Navajo applicant, preference will be given to qualified American Indian applicants.