

Community Volunteers in Medicine

Position Description

Position Title: Patient Education Navigator

Reports To: Vice President of Operations

FLSA Status: Exempt Non-exempt

Revision Date: August 2017

Position Summary: The Patient Education Navigator (PEN) will provide services which engage patients on a one on one basis to encourage them to learn more about their health and to accurately identify health risks. The use of educational technology will assist CVIM patients and our healthcare providers gain insight to use in formulating effective care plans with the goal of achieving better health outcomes for the patient.

Major Responsibilities:

- Serves as a liaison to our patients to other CVIM services while they are waiting for appointments. This would include Chronic Disease Management, dental services, behavioral health counseling, health education programs, smoking cessation, etc.
- Identifies and assists in eliminating barriers to care
- Motivates patients to be active, engaged participants in their health
- Links the patient with specific clinic services that can help them regain or maintain their health
- Provides oversight and management of the MPH students
- Plan, develop and implement patient-centered programs
- Skilled in the use of the THEO – the program’s capabilities and data collection
- Evaluate pre/post testing of patients on THEO
- Performs basic health screenings in the community and educational outreach.
- Serve as On Site Management/Supervisor of the HIV Testing program.
- Recruitment of students/onboarding for the HIV Testing program.
- Provide oversight and management of the MPH students, health related and Spanish-Health Students.
- Completes assessment survey tools with patients.

Hours: Full time hours which includes some evening hours.

Qualifications:

- BS in Public Health or related field or Master’s Degree in Public Health or RN or other health related field
- Advanced Spanish language abilities or native/near native fluency
- Experience working in a multi-cultural environment
- Must have excellent computer skills and proficiency
- Excellent written and verbal communication skills
- Ability to manage multiple priorities in a fast paced environment
- Ability to work independently