Breast and Cervical Cancer Program Patient Navigator

Pay Grade: I
Salary Range: $30,000.00

Job Summary

This position conducts community-based outreach and public education to recruit and navigate women into cancer screening in geographic assigned area for the Breast and Cervical Cancer Program (BCCP) which is part of the CDC Breast and Cervical Cancer Early Detection Program.

Job Duties & Responsibilities:

- Implement community-based outreach and public education to recruit and promote cancer screening in geographic assignment.
- Develop and maintain a network of community resources.
- Recruit BCCP eligible women ages 40-64 for breast and 21-64 for cervical cancer screening, with an emphasis on never/rarely screened women.
- Recruit BCCP eligible women from priority populations, including African American, Hispanic and Latino populations, as indicated by community demographics.
- Implement evidence-based strategies to educate women about breast, cervical and colorectal cancers that will lead to screenings and assist in the assessment of their effectiveness.
- Work closely and support BCCP nurses at health department clinics to provide timely follow up of abnormal results and annual reminders to BCCP clients.
- Communicate timely and effectively regarding BCCP client’s progress to BCCP nurse or as directed.
- Assist clients in coordinating and rescheduling appointments, make reminder calls/letters, assist with interpretation (when necessary), and or provide emotional support to BCCP clients.
- Assist clients to eliminate barriers to screening, make appropriate referrals and refer issues to the proper BCCP health department staff.
- Initiate, maintain and develop partnerships with key community-based organizations, volunteers, and intermediaries to develop, maintain and sustain a network of viable collaborative relationships at the community level.
- Complete client intake logs, monthly activity reports, and other reports as required in a complete, accurate, timely and efficient manner.
- Recruit, develop, retain and recognize volunteers and community partners in support of recruitment/outreach action plans.
- Maintain high standard of professionalism and customer service.
- Establish positive working relationships with BCCP and other health department staff as well as within the community.
- Foster a positive work environment.
- Perform other related work as required.
- Proactively and assertively addresses issues as they arise.
Minimum Qualifications:
High School Diploma or GED. 1-2 years of experience in public health or a related field.

Preferred Qualifications:
Preference will be given to applicants who in addition to meeting the Minimum Qualifications possess the following:
- College degree preferred.
- Experience in community-based health education and health promotion.
- Verbal and written fluency in Spanish language (if position is requiring a bilingual person).
- Medical Interpretation Certification desired (if position is requiring a bilingual person).
- Excellent written and verbal communication, presentation, and interpersonal skills.
- Ability to work successfully in a diverse team environment.
- Ability to cultivate relationships including mobilization of a diverse population of community leaders and volunteers.
- Demonstrated ability in handling multiple priorities and projects.
- Proficiency in using appropriate technology to perform position responsibilities.
- Experience in performing quality customer service, both internally and externally.

Work Conditions & Physical demands
- Ability to work some week evenings and some weekends.
- Ability to lift 25 lbs. and engage in set-up/take down of event equipment.
- Ability to travel overnight within and outside the designated geographic area.
- Adheres to HIPAA regulations.

Deadline for Applications: UNTIL FILLED
This position is subject to close at any time once a satisfactory applicant pool has been identified.

SEND COMPLETED STATE OF GEORGIA APPLICATIONS AND RESUMES TO:
ATTN: HUMAN RESOURCES
CLAYTON COUNTY BOARD OF HEALTH
1117 BATTLECREEK ROAD
JONESBORO, GA 30236

Applicants chosen for employment will be subject to the following:
*Criminal Background Check/Fingerprinting
*Pre-employment Drug Screening
*Reference Check

Due to the volume of applications received, we are unable to provide information on application status by phone or e-mail. All qualified applicants will be considered, but may not necessarily receive an interview. Selected applicants will be contacted by the hiring agency for next steps in the selection process. Applicants who are not selected will not receive notification.