



# HEALTH FEDERATION OF PHILADELPHIA

The keystone of community health since 1983

<b>Job Title:</b>	Health Navigator
<b>Department/Program:</b>	C Change/ Public Health- HepCAP
<b>Reports to:</b>	C Change Program Manager
<b>FLSA:</b>	Non-exempt
<b>Status:</b>	Full-time
<b>Supervises:</b>	N/A
<b>Created/Revised:</b>	10/4/17

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## **JOB SUMMARY**

C Change Health Navigators are responsible for supporting Hepatitis C (HCV) screening, testing and linkage to care among clients seeking medically assisted treatment for opioid use disorder at state-funded substance abuse treatment Centers of Excellence in Philadelphia. Health Navigators will work within the COEs as a part of C Change, which aims to improve systems for HCV screening, linkage to care, treatment and cure in order to eliminate Hepatitis C among individuals who use injection drugs. Navigators will support the integration of HCV testing at COEs by providing rapid HCV screening, immediate phlebotomy for individuals with reactive antibody tests, and patient navigation to facilitate linkage and retention in care for individuals with chronic HCV.

## **JOB SPECIFICATIONS**

### **Responsibilities/Duties**

- Work with study Principal Investigator, C Change Program Manager and COE administrative and front line staff to develop and operationalize HCV testing and linkage to care protocols at community sites.
- Manage site specific referral stream and continually assess the efficacy of referral processes to address emerging challenges.
- Consent and enroll eligible clients in the C Change program. Conduct baseline and 3 follow up questionnaire by entering data into REDCap (Research Electronic Data Capture) surveys via tablet.
- Conduct rapid HCV screening and phlebotomy for individuals with reactive antibody tests as needed
- Follow protocol for specimen collection/drop off and inform clients of test results.
- Help patients schedule and travel to medical visits and troubleshoot barriers to successful linkage to and retention in care.
- Negotiate insurance issues related to HCV treatment access (applications, claims, and reviews)

- Track efforts to move patients through the HCV care cascade in the navigation/ linkage to care database through communication and coordination with medical providers, regular chart review and ongoing client contact.
- Provide clients with basic HCV treatment education including understanding labs, disease progression, and treatment.
- Provide ongoing counseling to address prevention and harm reduction strategies.
- Assess biopsychosocial needs, identify barriers to successful linkage, and connect clients to social services as appropriate.
- Engage in adherence and retention in care efforts for patients living with HCV which include: conducting extensive community outreach efforts to locate lost to care patients; developing client specific strategies to address challenges to care and treatment; maintaining detailed records of all adherence and retention activities.
- Provide information for regular narrative reports.
- Attend regular supervisions, case conferences and project meetings as appropriate.

### **Education**

Bachelor's degree in Social Work, Public Health, Public Administration, or similar field from an accredited college or university preferred. Relevant years of experience can be substituted for bachelor's degree. Trained phlebotomist strongly preferred.

### **Skills/Experience**

- Must have at least two years of experience in one or both of the following areas:
  - Working with individuals with opioid use disorder
  - Performing community outreach, preferably about health or social services programs.
- Extensive knowledge of harm reduction, stages of change, and motivational interviewing.
- Working knowledge of Hepatitis C, including transmission, prevention strategies, laboratory and treatment information.
- Extensive experience engaging with community members, including public speaking, training, and/or individual and small group engagement.
- Strong written and verbal communications skills.
- Must be skilled in Microsoft Office suite, familiar with tablet-based data entry, and have the ability to manage extensive data collection.
- Able to handle multiple tasks and support project timeline with a high degree of organizational skill.
- Able to work effectively and professionally in a fast-paced environment.
- Knowledge of and ability to work and engage with the uninsured, under-served and under-represented populations.
- Individuals who are bilingual/bicultural are encouraged to apply. Spanish strongly preferred.

### **Work Environment:**

Standard office setting with regularly scheduled travel to and working hours at community sites, home visits and escorting clients to appointments.

### **Position Type and Work Schedule:**

Full time position, typical hours are Monday through Friday 8:30 am to 5:00 pm. Flex office schedule options available with supervisor approval.

**Travel:**

Must be able to get around effectively within Philadelphia, either on public transportation and/or in own vehicle.

**Physical Demands:**

Able to sit and work at a computer keyboard for extended periods of time. Able to lift and move up to 15 pounds.

**Salary and Benefits:**

Our employees are our most valuable resource, so we offer a competitive and comprehensive benefits package, which can include:

- Medical with vision benefits
- Dental insurance
- Flexible spending accounts
- Life, AD&D and long term care insurance
- Short- and long-term disability insurance
- 403(b) Retirement Plan, with a company contribution
- Paid time off including vacation, sick, personal and holiday
- Employee Assistance Program

Eligibility and participation is handled consistent with the plan documents and HFP policy.

**DISCLAIMER**

The Health Federation reserves the right to modify, interpret, or apply this job description in any way the Company desires. The above statements are intended to describe the general nature and level of work being performed by an employee assigned to this position. This job description in no way implies that these are the only duties, including essential duties, responsibilities and/or skills to be performed by the employee occupying this position. This job description is not an employment contract, implied, or otherwise. The employment relationship remains "at will." The aforementioned job requirements are subject to change to reasonably accommodate qualified disabled individuals.

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**TO APPLY:**

Send resume and cover letter stating preferred salary range to:

[HepCAP@healthfederation.org](mailto:HepCAP@healthfederation.org)

Applications should be submitted by October 27, 2017. However, interviews will be conducted on a rolling basis.