



## POSITION AVAILABLE

**Position:** Neighborhood Navigator  
**Department:** Maternal Child Health /Birth Outcomes  
**Office:** Health Promotion

**Posting Date:** September 8, 2021  
**Hours:** Full-time, M - F 8 am - 4:30 pm  
**Starting Salary: I/A13:** \$18.01/hour - \$19.69 /hour  
\$37,460.80 - \$40,955.20 /annual  
*\*Salary Commensurate with Relevant Work Experience*

### **Minimum Qualifications:**

- High School diploma or equivalent, with coursework in keyboarding, and knowledge of office practices and procedures utilizing PC and standard word processing software and 2-3 years community-based work in community health or social service.
- Successfully completed a Certified Community Health Worker Training Program; and maintaining certification related to prenatal outreach (or ability to complete within one year of hire)
- Experience working in a multi-cultural setting. Ability to initiate and maintain positive working relationships with staff and other organizations.; Ability and willingness to provide emotional support, encouragement, and motivation to women.
- Understand the community served – community connectedness; relevant work experience in community health, social services, community outreach; Interpersonal skills that foster trust, including sensitivity, empathy, flexibility, accessibility, patience, resourcefulness, enthusiasm, and the ability to be non-judgmental.
- Ability and willingness to provide emotional support, encouragement, and motivation to women.
- Current valid Ohio driver's license & access to a motor vehicle

### **Preferred Qualifications:**

- Associates Degree in Social Science, Behavioral Science, or related field.
  - Successful completion of a Certified Community Health Worker certified by one of Ohio Board of Nursing's Approved Community Health Worker Training Programs as set forth in Chapter 4723.82 of Ohio Administrative Code (or ability to complete within one year of hire).; Experience working in a community-based setting for at least 1 to 2 years.
  - Medical Terminology background

### **Responsibilities include but not limited to:**

- Performs care coordination and documentation through outreach and home visits to perform health assessments of clients and educate them on various health topics; Responsible for establishing trusting relationships with women and their families while providing general support and encouragement; Ensuring attendance at trainings and quality assurance activities. Interpersonal skills that foster trust, including sensitivity, empathy, flexibility, accessibility, patience, resourcefulness, enthusiasm, and the ability to be nonjudgmental.
- Directs, Monitors, and Connects pregnant women and families with each other and links clients to service available within the agency and community; Recruitment to generate referrals to enroll AA Pregnant women into the program; Conduct intake interviews with women including use of the Ohio Department of Health screening tool.
- Develop and maintain a portfolio of local referral resources to ODH – funded services, evidence-based interventions, clinical and social services; Serves as a role model, mentor and advocate Connect and refer women with applicable programs and services; Provide follow-up to women via phone calls and other means as necessary to ensure her needs are met.
- Be knowledgeable about community resources appropriate to needs of women/families.
- Document women/family referral and addressed risk status via the ODH – identified platform.
- Exhibit excellent working relations with women, visitors and staff, effectively communicating PHDMC mission.
- Coordinate with Ohio Equity Institute Project Coordinator to review documented barriers and access challenges.
- May be required to play an active role in the event of a public health emergency, crisis, outbreak, incident. This may include change in responsibilities and working locations/hours.

**How to apply:** Complete the application found on our website: [www.phdmc.org/about/employment-postings](http://www.phdmc.org/about/employment-postings)

Fax, email, or deliver the completed application to Human Resources at:

Public Health – Dayton & Montgomery County  
117 South Main Street, 2<sup>nd</sup> Floor  
Dayton, Ohio 45422

[humanresources@phdmc.org](mailto:humanresources@phdmc.org)  
Fax (937) 496-3070

**This position is Grant funded and the Closing Date to apply:** September 24, 2021 or until position is filled.

**Position is subject to a criminal background check.**

Applicants who declare use of nicotine/tobacco in any form including replacement therapy products and prescription medications used to treat smoking addiction on the PHDMC Application for Employment or addendum thereto, shall not be considered for employment.

**PUBLIC HEALTH- DAYTON & MONTGOMERY COUNTY (PHDMC) IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, SEXUAL ORIENTATION , GENDER IDENTITY OR EXPRESSION, AGE, NATIONAL ORIGIN, DISABILITY, MILITARY STATUS, VETERAN STATUS, GENETIC TESTING, OR OTHER UNLAWFUL BIAS EXCEPT WHEN SUCH A FACTOR CONSTITUTES A BONA FIDE OCCUPATIONAL QUALIFICATION ("BFOQ").**