



**Apicha Community Health Center**

**JOB DESCRIPTION**

**Position Title: Care Navigator**

**Report to: Care Management Team Leader**

**FLSA: Non-Exempt**

**Duties and Responsibilities include:**

- Assist care manager providing care management services to clients living with HIV/AIDS, other chronic diseases, substance user, and/or mentally ill under supervision of Care Management Team Leader to prevent avoidable hospitalization, emergency room use, and encourage clients to obtain preventive care for optimal health outcome.
- Assist in carries out tasks that are needed to execute care plan including: linking clients to primary care, assisting in specialty referral, field base outreach for lost to follow-up clients, escort clients to appointment when needed, assist in obtaining health insurance, conducting home visit.
- Identify and recruit Health Home eligible clients: Medicaid eligible individual with chronic disease including HIV/AIDS, mentally ill and substance users to facilitate early access to treatment and social services.
- Meeting service quota, contractual requirements, data entry and documentation requirements into appropriate and designated databases (e.g., AIRS, TREAT, RMA, BTQ).
- Maintain client-related records and other required documentation according to the protocols and standards of APICHA's Support Services Department.
- Working as a part of the team for the quality assurance and continue quality improvement (CQI) tasks.
- Attend all required training sessions and meetings.
- Actively participate in any organizational activities (meetings, events, etc.).
- Articulate benefit of Health Home care management services to clients and target communities.
- Other duties as assigned.

**Qualifications:**

- High school graduate/GED with two (2) full-time work experiences required. Some college education with minimum of one year of relevant work experience preferred.
- Strong socio-cultural identification with the target population or experience in working with target population required.
- Good written and verbal communication skills in English required.
- Fluency in Bengali, Hindi, Mandarin, Spanish, or Vietnamese strongly preferred.
- Independent and good team player.
- Good attention to details.
- Ability to follow instruction and meet deadlines.
- Ability to communicate well with other staff.
- Ability to work well with diverse population.
- Ability to handle multiple tasks and stressful environment.

- Ability to work well within the organizational structure.
- Ability to work flexible hours including some evenings and weekends.
- Ability to use common office software. (Word, Excel, PowerPoint).
- Ability to utilize public transportation to travel anywhere in the Metropolitan area of New York.
- Proof of immunization or immunity to certain communicable diseases (including influenza during the flu season) and testing for tuberculosis is required. These certifications are required by the NYC DOHMH Health Code, NYSDOH and OSHA.

*Apicha CHC is an equal opportunity employer. We do not discriminate on the basis of age, race, creed, religion, national origin, gender, disability, marital status, and affectional or sexual orientation.*

**Competitive Salary and Excellent Benefits. To Apply:** Please send resume with cover letter stating salary requirement and three references by e-mail to [vvacharakitja@apicha.org](mailto:vvacharakitja@apicha.org).

No phone calls please. Position is open until filled.