

Why work here?

As local public health, we protect and promote the highest level of health possible for the communities we serve. Our positive work culture is strengthened by our commitment to making all employees feel valued and respected.

Our values:

- Customer Service
- Communication
- Responsibility and Accountability
- Positive Attitude
- Integrity

What we offer:

- Family-first company culture
- 13 Paid Holidays
- Paid Days Off (PDO)
- 3 Personal Days
- Competitive Insurance – 3 options to choose from
- Dental and Vision
- MERS Retirement Plan
- Professional Development opportunities
- Employer Paid Short/Long Term Disability and Life Insurance
- Weeks 5-12 50% paid Maternity/Paternity leave

Apply Today!

Send Resume to:

<http://www.dhd10.org/contact-us/join-our-team/>

Seeking a full-time organized, detailed oriented, pragmatic, and collaborative care navigator to join the community health team based in our Wexford County office.

General Responsibilities

- Under general supervision, compiles program enrollment applications and verifies client eligibility for the Community Connections program.
- Makes outreach calls to referral lists from Medicaid Health Plans due for clinical and/or other social support services, providing navigation to appropriate services.
- Enters complete and accurate data and information into electronic health record(s).
- Implements client recall for assigned programs and assists in resolving barriers to access to services.
- Provides and documents navigation services according to program standards.
- Provides general program administrative support as needed as well as Medicaid Outreach and DHD #10 services outreach in community settings.
- Position based in Wexford County with occasional travel within the jurisdiction.

Minimum Requirements

- High school diploma or equivalent required.
- Community Health Worker Certification required or ability to attain within one year of employment.
- Significant interpersonal and communications skills to interact appropriately with clients, health care providers, program staff, co-workers, and the public through listening, speaking and understanding.
- Ability to contact clients via telephone and navigate them to services. Knowledge of computer skills and applications.
- Ability to learn and effectively utilize software applications including electronic health record.
- Displays customer service skills which includes discretion, patience, and professionalism.
- High-level discretion and commitment to comply with established patient confidentiality and health information integrity policies and procedures.
- Ability to accurately record services and data within established time frames.
- Reliable transportation with valid Michigan driver's license and certificate of insurance to travel to other locations for work, training, or meetings.

District Health Department #10 is an Equal Opportunity Employer

The mission of District Health Department #10 is to promote and enhance the health of our communities and environment through protection, prevention, and intervention. Serving Crawford, Lake, Mason, Missaukee, Oceana, Kalkaska, Manistee, Mecosta, Newaygo, and Wexford Counties.