

Urgent Wellness, LLC

2600 Bryan Place, S.E.,

Washington DC 20020

Ph: 202 629-2642 Fax: 202-525-3042

Website: www.urgentwellness.com



JOB DESCRIPTION

POSITION TITLE: Community Health Navigator

REPORT TO: Team Leader

Functions: Community Health Navigator (CHW) is responsible for conducting health outreach activities in accordance with Urgent Wellness requirements. The CHW provides District of Columbia (DC) residents with screening and preventative health services that are essential for assisting DC residents with achieving a high quality of life as the primary goal in their plan of care. Approximately 90% of the time, the CHW will be engaged in activities out in the community and/or the client's natural setting.

REQUIREMENTS: Successful candidates for the CHW role must have completed at least two years of study at an institution of higher education or have at least three years of experience in a relevant human care service field. A minimum requirement of at least one year of related human service activities. Excellent writing skills, knowledge of computers, Must have own transportation. Experience working in a community-based and multi-cultural setting is preferred.

Most importantly, the successful candidate must be able to develop effective working relationships with the client population, be self-motivated and able to motivate others, be able to relate to individuals making significant life decisions, possess strong organizational skills, and have strong oral and written communication skills. The individual must also be computer proficient.

OTHER:

- Valid Driver's License in jurisdiction of residence
- Vehicle Liability coverage if driving personal vehicle (will be required to transport clients in a personal vehicle)
- Acceptable DOH Background check, FBI Fingerprint, OIG Exclusion check (within past 60 days)
- Negative Drug/TB Screening (within past 6 months)
- Health Certificate (Physical) (within past 6 months)

PRINCIPAL ACTIVITIES:

- Manage a caseload of no more than 100 adults
- Assist the client in the development of health conscious life skills
- Provide and coordinate referrals to make sure that the client receives the requested assistance.
- Conducts visits to the client home, hospital room and other natural settings.
- Transport clients in personal vehicle as needed.
- Transport or coordinate transportation for clients as needed
- Adheres to Urgent Wellness documentation requirements
- Submit billing notes as required within 24 hours of service
- Provide health crisis intervention to clients as necessary
- Meet assigned weekly/monthly productivity requirements (25 billable hours per week)
- Meet with team lead weekly for one hour for supervision
- Complete all required trainings annually
- Perform duties as assigned

PHYSICAL REQUIREMENTS:

The physical requirements described below are representative on those that must be met by an employee to

Bryan Place 2600 Bryan Place SE - Benning Terrace 641 64TH St SE - Douglas Knolls 1924 Savannah Terrace

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successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

- The ability to safely operate a motor vehicle to transport oneself, clients, and program supplies as necessary.
- The physical ability to travel to assigned locations, stand, stoop, bend, reach, pull, push, lift, grasp, climb, talk, see, hear and perform basic and higher home maintenance activities, and operate office equipment.
- Move and lift light objects up to 30 pounds such as mail, supplies, files, and equipment.
- Operating office equipment requiring continuous or repetitive hand/arm movements.
- The ability to remain in a sitting position for extended periods of time.
- Occasionally ability to lift, carry, push, pull or otherwise move objects, including the human body.

EFFECT ON END RESULTS:

- Improve or increased stability in the client's level of functioning.
- Ensures that each client's individualized health needs are met.
- Ensures that all documentation pertaining to client services is completed in compliance with agency policies and funding source requirements.
- Presents a positive image to the client and public.
- Ensure compliance with contractual obligations.

EMPLOYEE ACKNOWLEDGMENT OF JOB DESCRIPTION: I have read the job description, understand the responsibilities and accept the terms of employment. SIGNATURE:

Employee Name (Print):

Date:

Employee Name (Signature):

Date:

Human Resource Manager:

Date:
