



Public Health
Prevent. Promote. Protect.

Canton City Health District

Job Information			
Job Title	Stark County THRIVE Neighborhood Navigator		
Job Location	THRIVE office		
Salary	\$16.14 per hour	Type of Job	Non-exempt
Posting Date	10/15/2018	Expiration Date	Until filled
Job Summary	<p>Navigator serves as the Stark County THRIVE Neighborhood Navigator responsible for outreach and engagement of eligible pregnant at-risk women. The Incumbent is responsible for connecting the women to comprehensive clinical care and other needed services. Incumbent facilitates access to services by acting as the liaison between health, social service providers and the community. Responsible for developing and maintaining a portfolio of resources. The goal is to improve birth outcomes among women served. Incumbent works as a team or project member, participating in community health fairs, conducting presentations to community and neighborhood groups and working one-on-one with pregnant women.</p>		
Job Work Schedule	30 hours per week as scheduled in collaboration with Project Manager		
Job Responsibilities	<ul style="list-style-type: none"> • Use Ohio Department of Health (ODH) defined criteria to identify at-risk pregnant women residing in a hot spot zip code, conduct screenings using ODH-defined criteria and make connection/referral to needed services. • Responsible for establishing trusting relations with women and families while providing general support and encouragement. • Conduct intake interviews using ODH screening tool. • Submit forms to THRIVE for assignment to appropriate care coordinator/Certified Community Health Worker/home visitor e.g. Moms and Babies First, Help Me Grow and Stark County THRIVE Pathways HUB and other service providers as indicated based on client responses during screening per the THRIVE prenatal referral flow chart. • Complete referral pursuant to established program guidelines. • Provide follow up to women via phone calls to monitor connection to services. • Document referral and risk status via the ODH platform. • Obtain information outlining status of client referrals and outcomes from service provider. • Meet with Project Manager to review and outline next steps to address barriers to meeting project goals. • Meet quarterly and annual productivity goals. • Submit periodic reports to the Project Manager including a narrative on activities that will be included in the Progress Report submitted to ODH 		
Job Work Environment	<p>Incumbent will be required to travel throughout Stark County with a focus in the following zip codes 44702, 44703, 44704, 44705, 44706, 44707, 44708, 44709, 44710, 44714, 44718, 44646, 44647, and 44601 to conduct presentations, attend neighborhood events and meet with community members. At least 30% of the time will be spent in the office.</p>		
Job Benefits	Paid sick leave, Ohio Public Employees Retirement System		
Job Minimum Qualifications, Credentials, and Skills			
Education	High school diplomas or GED		
Credentials	<ul style="list-style-type: none"> • Valid Ohio driver's license with good driving record. • Minimum of high school education • Must be able to pass a background check. 		
Special Skills Wanted	<p>Has reliable transportation with a valid driver's license. Enthusiastic about working one-on-one and conducting presentations to groups.</p>		



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800-017-06-F_Part Time Job Posting Template

Experience Wanted	<ul style="list-style-type: none"> • Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate with or without reasonable accommodations that the essential functions of the job can be performed. Examples of skills that are needed to perform this job include, • Ability to record, organize, analyze and present data and program overview with accuracy, thoroughness and attention to detail. • Demonstrate interpersonal skills that support patience, resourcefulness, enthusiasm, flexibility and empathy. • Ability to work independently and conduct outreach to community members efficiently and effectively • Ability to communicate professionally, clearly, and concisely, both orally and in writing. • Ability to interpret and apply Federal and State regulations, procedures, policies into all aspects of the work. • Must be able to provide exceptional customer service to the staff and public. • Proficiency in computer operation including email, Internet, Microsoft Office suite and other web-based programs. • Experience working in a multi-cultural setting • Experience working in a community-based setting. Minimum of 2 years is preferred. 		
Desired Availability	November 1, 2018		
<u>Company Information</u>			
Company Name	Canton City Public Health	Web Site	www.cantonhealth.org
Company Description	Local public health department	Equal Opportunity Employer	Yes
<u>Contact Information</u>			
Contact	<p>Name: Dawn Miller Title: Stark County THRIVE Project Manager Address: 420 Market Avenue, N., Canton, Ohio 44702 Phone: 234-410-3087 Fax: 330-430-7857 Email: dmiller@cantonhealth.org</p>		
Application Instructions	Complete and submit the part-time job application along with resume to above contact either via email or fax. Please reference this job title in email or on fax cover sheet. Review of applicants will begin immediately.		

Part Time Job Posting