



POSITION ANNOUNCEMENT

PART TIME -- PATIENT NAVIGATOR, BREAST AND COLON CANCER PREVENTION

Department:	Quality Improvement	Supervisor:	Chief of Quality P & I
Status:	Part – Time (20-25 hours/week)	Date:	September 2017

*****Not to exceed 24 months, Will Work in Donaldsonville, Plaquemine and Baton Rouge, LA*****

POSITION SUMMARY:

Perform outreach and education of patients to promote cancer screening. Coordinate appointments and make/send reminder calls/letters. Track and monitor performance and progress.

REQUIREMENTS:

- The candidate is required to have a High School Diploma. Medical certificate/license, Associate's or Bachelor's degree preferred. 1-3 years related work experience.
- Reliable transportation required.
- Experience in community-based health education and health promotion preferred.
- Experience working with primary care providers and patients to coordinate care.
- Excellent written and verbal communication, presentation, and interpersonal skills.
- Work required within 20 - 25 hours per week.
- Ability to lift 25lbs and engage in set up/take down of event equipment.
- Ability to regularly travel from site to site.
- Able to work successfully in a diverse team environment.
- Able to cultivate relationships including mobilization of a diverse population of community leaders and volunteers.
- Demonstrated ability in handling multiple priorities and projects.
- Utilize available technology to perform position responsibilities.

RESPONSIBILITIES:

1. Knowledgeable of and applies the Vision, Mission, and Core Values of CareSouth.
2. Identify and outreach to patients eligible patients for breast cancer and colon cancer screening with an emphasis on newly or rarely screened patients.
3. Implement evidence-based strategies to educate patients about breast and colorectal cancers screenings and their effectiveness.
4. Assist patients in coordinating and rescheduling appointments and make/send reminder calls/letters.
5. Assist with planning and implementing CareSouth community events as related to breast and colorectal cancer screening and prevention.
6. Work closely with clinic staff to provide timely follow up of abnormal results and annual reminders to CareSouth patients.
7. Assist patients to eliminate barriers to screening, make appropriate referrals and refer issues to the appropriate CareSouth staff.

8. Complete logs, monthly activity reports, and other reports as required in a complete, accurate, timely and efficient manner.
9. Maintain accurate files, submit timely and accurate reports; meet timelines, follow through; apprise supervisor of status; provide viable & innovative solutions to problems; attend meetings/trainings, adhere to approved policy/procedure, represent the organization in a professional manner; make effective presentations.
10. Develop and maintain a network of community resources.
11. Work professionally as a team member in conjunction with department employees.
12. Attend job related meetings, collaborations and trainings.
13. Maintain open communication with all team members.
14. Ensures adherence to organization, OSHA and other designated governing bodies related to workplace safety.
15. Follows established federal, state, and local policies, procedures and programs relating to health and safety in the workplace.
16. Maintain high standard of professionalism and customer service.
17. Perform other related as assigned by the Chief of Quality Performance and Improvement.

APPLICATION PROCEDURE:

Please submit a completed employment application found at www.caresouth.org/jobs or the HR office, resume, and credentials via email to jobs@caresouth.org or deliver to the HR office. CareSouth is an EOE.

CLOSING: Until filled