



Public Health
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Canton City Public Health

Position Description

Canton City Public Health
FINAL

Position Title:	Neighborhood Navigator		Position #:	912
Working Title:	Stark County THRIVE Neighborhood Navigator		CS Status:	Non-classified
Division or Unit:	Stark County THRIVE		Reports to:	THRIVE Project Manager
Employment Status:	Part-time	Pay Grade:	PT2	FLSA Status: Exempt
Funding Source:	Ohio Equity Institute Grant			
This position description was last approved by the Board of Health on:			June 22, 2020	

Position Summary:

The Stark County THRIVE Neighborhood Navigator serves as an outreach, identification and referral resource for clinical and social programs that support healthy pregnancy. The Navigator serves as an access point to identify and connect pregnant women with a focus on African American women to existing services through a short-term relationship of screening, referral and follow-up. The goal is to increase support for pregnant women in order to have improved birth outcomes. This position requires a flexible work schedule as many outreach events occur during the evenings or weekends and clients served may need non-traditional work hours for screenings and follow-ups. This position is 100% grant funded and employment is subject to available funding.

Essential Duties and Responsibilities:

- 90% The purpose of this position is to
- Identify unserved pregnant women who are defined as disconnected from existing systems and programs.
 - Identify non-traditional avenues of outreach that result in engagement with pregnant women.
 - Use Ohio Department of Health (ODH) defined criteria to:
 - identify at-risk pregnant women,
 - conduct screenings,
 - make connection/referral to needed clinical and social services based on client responses during screening per the THRIVE prenatal referral flow chart,
 - Complete follow-ups to support the client, monitor connections to services, identify any barriers to accessing referrals.
 - Complete referrals received from external agencies within 14 days
 - Documentation of all screening and follow-up information into the ODH REDCap system.
 - Complete bi-weekly Outreach Avenues Tracking sheet.
 - Monthly, meet with Project Manager and Epidemiologist to review REDCap data, outreach avenues tracking report, workplan, monitoring and evaluation strategies, completion of required monthly reports and outline next steps to address barriers to meeting project goals.
 - Monthly, submit to the Project Manager a narrative on activities that will be included in the Monthly Progress Report submitted to ODH. The report will include the following components,
 - a. Update/Overview of engagement efforts
 - b. Successes



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c. Challenges

d. Key barriers to accessing services identified for the women served

- Quarterly, serve a predetermined number of pregnant women that meet the eligibility requirements established by ODH. At least 75% of the pregnant women served will be African American and have a household income at or below 200% FPL based on family size.

Other Duties and Responsibilities: 10%

- Development of a strategic avenue outreach plan.
- Required to attend at least one 2-day (overnight) OEI face-to-face meeting annually.
- Required to participate in ODH technical assistance sessions - webinars, phone calls, and regional (day) meetings as outlined in OEI technical assistance planning guide.
- Represent all program partners with integrity and respect.
- Be able to respond to public health emergencies as needed.
- All other duties as assigned.

Minimum Qualifications:

- Ability to hold a flexible schedule; some hours will include evening and weekend.
- Proficiency in computer operation including email, Internet, Microsoft Office suite and other web-based programs.
- High School diploma or GED.
- A valid driver's license or daily access to reliable transportation to attend meetings and visit community sites throughout Stark County.
- Must be able to pass a background check.

Preferred Qualifications:

- Experience working in a multi-cultural setting.
- Experience working in a community-based setting. Minimum of 2 years is preferred.
- 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. Willingness to initiate conversations with the public and individuals.
- Must be able to provide exceptional customer service to the staff and public.



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Minimum Credentials: • None

Key Competencies: The following Council on Linkages Core Competencies (Adopted June 2014) for this position include:

- Analytical and Assessment Skills: 1A2, 1A4, 1B5, 1A8, 1A10
- Policy Development and Program Planning Skills: 2A2, 2A3, 2A4, 2A6, 2A8, 2A10, 2A11
- Communication Skills: 3A2, 3A5, 3A6, 3A7
- Cultural Competency Skills: 4A4, 4A5
- Community Dimensions of Practice Skills: 5A4, 5B5, 5A6, 5A7, 5B8, 5A9
- Public Health Sciences Skills: n/a
- Financial Planning and Management Skills: 7A1, 7B2, 7A3, 7A10, 7A11, 7A12, 7A14
- Leadership and Systems Thinking Skills: 8A1, 8A4, 8B6, 8A 7, 8B9

Canton City Health District has adopted Organizational Competencies that all employees are expected to achieve, of which the following are for this position:

- Customer Focus: 1B1, 1A2, 1A3, 1B4, 1A5
- Accountability: 2A1, 2A2, 2A3, 2A4, 2A5, 2A6, 2A7, 2A8
- Equity, Ethics and Fairness: 3A1, 3A2, 3A3, 3A4, 3A5
- Continuous Quality Improvement: 4A1, 4A2, 4A3, 4A4, 4B5, 4A6
- Occupational Health and Safety: 5A1, 5A2, 5A3, 5A4, 5A5, 5A6
- Emergency Preparedness: 6A1, 6A2, 6A3

Work Environment: The employee will be required to travel throughout Stark County to conduct group and individual outreach, attend neighborhood events and meet with community members and leaders. At least 70% of the time will be spent in the field/community. Office hours are flexible. Some weekend and evening hours are expected to cover community events. Occasional overnight travel for meetings may be required.

Approval: This position description was approved by the Board of Health on: June 22, 2020

Revision History: Dates of prior approved versions: 09/24/2018

Employee Statement:

I hereby acknowledge that I have received a copy of this position description on this date.

Employee Signature

Date

Printed Name