

Jackson-Vinton Community Action, Inc.  
118 S. New York Avenue  
Wellston, Ohio 45692

Job Description  
January 2022

Position: Nurse Navigator  
Supervisor: Executive Director  
Classification: Full Time/Full Year  
Class: Exempt

Qualifications:

Must be a certified licensed registered nurse and willing to work in the full capacity of the scope of practice, as defined by the Ohio Board of Nursing. Must have extensive knowledge of the population and agencies in our area, be culturally competent, and have a strong desire to help underserved pregnant women. Experience in maternal child health is preferred. This position requires lifting, seeing, driving, and other ambulatory duties. Must have a good driving record, and reliable transportation. Must consent to and have a favorable pre-employment BCII background check and drug/alcohol screening.

Major Functions/Responsibilities:

Must provide intensive, patient-centered care coordination, health education, and culturally competent practices to address social determinants of health that lead to poor health outcomes (i.e. poverty, lack of access to health care services, addiction, cognitive disabilities, etc.).

Must become familiar with contract requirements (e.g. eligibility, scope of work, documentation), complete database entry, grant reporting, and outcome measurements as required by contract, grant, or research initiatives.

Screen, identify, and enroll clients in care coordination activities. Identify individual risk factors and provide appropriate medical and social referrals and enrollment in all eligible programs. Provide health information to address risk factors and improve adherence to treatment plans to improve birth outcomes.

Collaborate with community providers and agencies to promote access to and knowledge of navigator services, initiate or participate in service plans, inform providers of changes in pertinent patient social-emotional or health status.

Maintain continuing education specific to diagnoses of population served. Attend local and state training pertaining to the needs of the population served and practice within the scope of nursing licensure as defined by the Ohio Board of Nursing laws. Follow HIPAA regulation and practices to secure and maintain privacy of personal health information.

Must work primarily with low-income, Medicaid-eligible populations which may include pregnant women, teens, and infants.

Nurse Navigators must deliver services in a non-judgmental, compassionate, and professional manner and may meet patients in their home, a provider's office, or a community setting.

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Must ensure customer information and data is processed and maintained in a confidential, secure, and sensitive manner.

Responsible for all Civil Rights and American with Disabilities Acts compliance requirements for program delivery of services.

Individual must be familiar with the Jackson and Vinton County service areas and able to identify barriers for targeted population services and develop effective procedures to help eliminate such barriers.

Attend meetings, seminars and other training sessions, including some overnight travel to secure needed information, as directed. Individual must be able to work independently and willing to travel, may require some evening work periods.

The Nurse Navigator will deal with issues that are confidential and privileged in nature and must maintain that confidence.

This position requires that you are always loyal to the agency and its mission. Even in the event that you are not in agreement with the direction of activities the holder of the position must support the program services.

Assist with other assigned duties that are deemed necessary as activities of the agency change.

Must have the ability and willingness to work effectively with people of all economic and intellectual levels in a professional and understanding manner.

Do any and all things necessary to assure the smooth operation of the agency as needed by administration.

This job description in no manner states or implies that these are the only duties and responsibilities to be performed by the employee filling this position, who will be required to follow instructions and perform any duties required by the employee’s supervisor or designee.

This Job Description in no way is to be construed as an employee contract.

I have reviewed the duties and requirements of this job description with the below-signed employee and by signing below they hereby agree to the terms.

\_\_\_\_\_  
Nurse Navigator (Employee)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Executive Director (Supervisor)

\_\_\_\_\_  
Date