



CHANGING ONE FAMILY'S LIFE
AT A TIME

Title: Navigator\Health Promotor
Reports to: Project Coordinator
Program: Covered California Project
Effective Date: July 1, 2024

FLSA Status: Non-Exempt
Position Status: Part-time/Sub Contractor

Position Summary

Under the direct supervision of **the Project Coordinator, the Navigator\Health Promotor conducts outreach, education, and enrolment** on the Covered California and Medical programs and other programs that the agency is working to members of the Latino community in English and Spanish in their assigned county or region in California. The Navigator\Health Promotor is responsible for conducting outreach and educational activities and promptly completing the required programmatic reporting.

Essential Duties & Responsibilities

Identifies and secures potential sites and groups to conduct outreach and education activities in the assigned county or region.

The Navigator\Health Promotor will:

- Establish appointments with contacts at sites and/or with groups to carry out outreach and education activities
- Conduct outreach at diverse locations to Latinos eligible for Covered California.
- Deliver educational presentations in keeping with the official program curriculum to Latinos regarding eligibility for Covered California.
- Attends health fairs and community events as part of outreach and educational efforts.
- Provides leads of eligible individuals to the appropriate/designated enrollment entity.
- Maintains and submits timely, accurate, up-to-date records and files on all outreach and education conducted, including any documentation regarding the requirements for eligibility and compliance with services.
- Maintains consistent and constant communication with the Program Coordinator and Executive Administrator regarding all program components and attends scheduled meetings with the program team.

Other duties may be assigned. The duties listed here are typical examples of the work performed; not all duties assigned are included, nor is it expected that all similar positions will be assigned every duty.

Supervisory Responsibilities

This job has no supervisory responsibilities.

MINIMUM QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below represent the basic knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education

There is no minimum educational requirement.

Experience

- A minimum of two (2) years of experience working with monolingual and/or bilingual Latino communities.
- A minimum of two (2) years of experience conducting outreach and providing community health education.

Certificates, Licenses and Registrations

- Valid certification from the State of California as a Covered California Educator.
- Valid California Driver's License and basic liability insurance.

Language Skills

- Ability to read, analyze, and interpret general reports, procedures, or regulations.
- Ability to complete basic reports and write basic business correspondence.
- Ability to effectively present information and respond to questions from individuals, groups, and the general public in English and Spanish. *Because of the population served, the ability to read, write, and speak English and Spanish is required.*

Computer Skills

- Basic computer skills for data entry, sending and receiving email, and calendar scheduling.

Travel Requirements

- Ability to travel locally with the assigned region as required. Ability to travel to multiple locations in one day with the designated region as assigned.

Other Skills & Qualifications

- Basic knowledge of the health care system and insurance programs in California, including Medi-Cal
- Experience conducting successful outreach in diverse settings.
- Ability to work independently as well as part of a team.
- Availability to work between 20-35 hours per week.
- Ability to maintain a flexible work schedule, including shifts on weekends and evenings.

Physical Demands

The physical demands described here are representative of those that an employee must meet to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these functions.

The employee will sit, talk, hear, and use hands up to 3/4 of the time. The employee will stand and walk up to 1/4 of the time. The employee is routinely required to carry and/or lift up to 10 pounds.

Work Environment

The work environment characteristics described here represent those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work environment varies with the locations at which outreach and educational activities are conducted. Traveling to and from locations and entering and exiting facilities can result in brief exposure to the elements (cold, rain, wind, sun).

EMPLOYEE ACKNOWLEDGEMENT

For the position of Navigator\ Health Promotor

I acknowledge and understand that receipt of the job description does not imply a promise of employment, nor is it an employment contract of any kind. My employment is at will.

I further acknowledge that the job description provides a general summary of the position in which I am employed, that its contents are job requirements, and that, at this time, I know of no limitations that would prevent me from performing these functions with or without accommodation. I further understand that I am responsible for informing my director at any time that I cannot perform these functions.

This job description in no way states or implies that these are the only duties to be performed by the job holder. Job duties, tasks, work hours, and requirements may change at any time. Acceptable job performance includes completing the job responsibilities and compliance with the organization's policies, procedures, rules, and regulations. My signature below confirms that I have read and understand this job description.

Employee Name

Signature / Date