

CONTRACUAL POSTITION: Client Navigator Cancer Screening (BCCNP)
DIVISION: Health Education and Chronic Disease Prevention
REPORTS TO: **Health Education and Chronic Disease Prevention Director**

The Inter-Tribal Council of Michigan's Department of Health Education and Chronic Disease is seeking a contractor to work as a Client Navigator for Cancer Screening serving the Little Traverse Bay Bands of Odawa Indians. This is a full time (32 – 40 hour/ week) contractual position. No benefits are provided.

This posting is open until filled

Qualified individuals may send their resume to noelp@itcmi.org

POSITION SUMMARY:

Provides clinic-based case management services for clients referred for breast, cervical, colorectal and lung cancer screening. The Client Navigator is committed to removing the client barriers to cancer screening by identifying critical resources for primary care clients, helping them navigate through health care services and systems, and promoting long term health outcomes. The Client Navigator works collaboratively with the local care providers and tribal governments, which may include regional health systems, doctors, nurses, and other clinical and tribal government staff to support completion of age-appropriate cancer screening appointments.

JOB COMPLEXITY:

Serve as a resource to navigate clinic clients through cancer screening referrals in order to accomplish objectives that focus on Social Determinants of Health strategies to complete cancer screening as recommended by their provider. Build strong relationships with clients, clinic staff and regional health system and cancer screening facilities to keep all stakeholders engaged and increase cancer screening rates for the clinic client population. Navigates clients for timely completion of cancer screening which includes but is not limited to: purchase referred care, insurance approval, appointment scheduling, provide client reminders, transportation scheduling, health education and follow-up to ensure services are being received and completed.

Facilitate the process and provide leadership in the application of clinical health care process to improve cancer screening rates; adopt policies, and change infrastructure or environment in order to improve cancer screening rates for clients referred for cancer screening.

Ensure that age, gender, and culturally specific needs are addressed for the clients referred for cancer screening.

Responsible for the design, implementation, and local evaluation of the client navigation program. Evaluate health care delivery by identifying problems, seeking resolution and implementing change.

Maintain documentation of all client encounters and complete reporting requirements according to organization standards. Track client information, schedules, files, and forms in a confidential manner. Utilizing the EHR and other HIPAA compliant systems, track client attendance at medical appointments and patient navigation sessions and initiate outreach and missed appointment procedures, as necessary.

Identify, advertise and coordinate resources for clients to overcome barriers to screening, such as PRC, insurance, transportation, and childcare arrangements. Meet with tribal government, regional health system and screening facilities to discuss client care issues and needs and facilitate client cancer screening.

Must organize and coordinate quarterly meetings to communicate with Care Team members (Care Coordinators, primary care physicians, other health care providers) and Tribal Government organizations to facilitate client care with health center and tribal government staff that support client navigation, encouraging active participation among members to support navigation and cancer screening goals established by the tribal health director.

Prepare and submit written quarterly reports. Prepare and assist with all required local and national evaluation tools, surveys, and reports, including coordination of RPMS and iCare registries and recommendations and conclusions, for the purpose of improving clinical care. Other job related duties as assigned.

ACCOUNTABILITY:

Provide specialized, culturally appropriate technical assistance to address client care issues and needs, and facilitate timely age appropriate cancer screening. Establish and maintain effective collaborative interdisciplinary working relationships with professional health staff, community members, regional health centers and screening facilities to implement an effective client navigation program. Adhere to program guidelines, meet established deadlines and completion of scope of work activities.

CONTACTS:

Inter-Tribal Council of Michigan staff, Tribal health staff, Tribal members, and the general public. Michigan Department of Health and Human Services, Local, regional, statewide, and other federal health agencies.

WORKING CONDITIONS/SAFETY HAZARDS:

General office environment. Some travel required.

JOB SPECIFICATIONS:

Minimum of Associates degree Nursing required; or Bachelor's degree Health Education, Health Advocacy or related field preferred. Two years professional experience in a primary care, oncology or community health field required. Must possess a broad-based clinical knowledge, be a role model for healthy living and create a culture and environment that is supportive of wellness. Must have good organizational, verbal, and written communication skills. Strong computer skills, including word processing and file management required. Must have dependable transportation. Prior experience working with Michigan tribes preferred. Preference given to qualified Native Americans.