

Bilingual Care Navigator

Health Brigade, formerly Fan Free Clinic, is seeking a full time Bilingual Care Navigator to work in an integrated health care setting. The Bilingual Care Navigator is responsible for navigating Health Brigade patients through the healthcare system. This includes patient education, ongoing navigation, and working with outside agencies to coordinate patient care.

Education and experience:

- Has experience working in human service field and/or case management experience.
- Has knowledge of the Medicaid Expansion in Virginia.

Skills and Abilities

- Experience working with a diverse client/patient population, including people of color, individuals for whom English is not their first language, individuals who identify as LGBTQ+, individuals living with chronic illness, etc.
- Excellent written and verbal communication skills.
- An ability to work effectively with a multidisciplinary team.
- Bilingual in English/Spanish is required.
- Candidates must demonstrate exceptional computer skills and proficiency in Microsoft Office products are required.

Primary Responsibilities

Navigation

- Assist eligible patients in enrolling and keeping Medicaid coverage by helping them complete the application process and successfully access care by becoming familiar with their benefits.
- Complete Weekly Medicaid Eligibility Checks to determine Medicaid Status utilizing Medicaid Enterprise System.
- Collaborate with Referral and Registration Coordinator to assist patients with transitioning between Medicaid and Safety Net services.
- Assisting Patient with linkage to services and community resources as needed.

Prior Authorizations

- Collaborate with Medication Coordinator to complete Prior Authorizations for medications for PrEP and Medicaid patients.
- Collaborate with an Interdisciplinary Team to address service appeals and prior authorization to receive necessary services

Medicaid Specialty Care Referrals

- Complete Medicaid Specialty Referrals
- Maintain a list of Specialist that are in network with all 6 Managed Care Organizations

- Complete Referral tracking including locating specialist in network with Managed Care Organization, submitting referral to specialist, assisting patient with scheduling appointment when necessary and requesting medical records.

Employees must be able to work collaboratively with a variety of staff within the organization. HB expects individuals to have a strong work ethic and commitment to our mission and values. Successful candidate must possess skills that support and enable sound decision making, strong personal and professional boundaries, good judgement, and discretion.

COMPENSATION

Compensation - \$16.00/hr. Full benefit package with paid vacation and holidays

TO APPLY

1. Email resume and a list of three professional references to: Polly Foster
pfoster@healthbrigade.org
2. Complete application questions <https://form.jotform.com/221156792678164>

Any resume sent without the accompanying application questions or references will not be considered.

No phone calls please.

Application deadline: May 27th at 5pm.

*Workplace health and safety are paramount at Health Brigade. Therefore, it is **mandatory for working or volunteering** at Health Brigade that you provide verification of the following prior to your first day at Health Brigade:*

- *Verification of last flu vaccine*
- *Verification of TB screening within the past 12 months*
- *Verification of COVID vaccine*

If you are offered a position as an employee, and you have not met the health requirements, a consult with Health Brigade's Medical Director will be required to develop a plan toward adherence. This may result in delay of your planned start date for service.

Health Brigade is an Equal Opportunity Employer. For more information go www.healthbrigade.org.