



Elizabeth Gregory Home (EGH) serves women experiencing homelessness in the greater Seattle area by providing transitional housing, a Day Center and case management services. Elizabeth Gregory Home provides a welcoming and respectful refuge where women have access to compassionate care.

JOB TITLE: Health Navigator
Reports to: Program Manager
SUPERVISES: Volunteer medical and dental teams and any interns/volunteers related to this work
FLSA STATUS: Exempt/Salaried
CATEGORY: Staff – Regular Fulltime, 40 hours/week
SCHEDULE: Monday through Friday 8am to 4:30pm, and some Sundays to be determined
LOCATION: University District of Seattle (remote work not possible)
WAGE: \$62,000/year
OTHER: Must be fully vaccinated against COVID-19 with at least one booster shot, proof of vaccination will be required. Must be willing to wear a mask while in the building and adhere to safety protocols.

Elizabeth Gregory Home (EGH) values diversity in its staff and is an equal opportunity employer.

Overview

The EGH Day Center Health Navigator will connect day center guests with a broad range of medical and behavioral health needs to the appropriate programs and services offered in the community. The EGH Health Navigator will develop and maintain a network of healthcare resources to provide warm referrals for guests. They will help guests navigate the medical and behavioral health care system and overcome barriers to ensure they are able to access the resources required to meet their needs.

Key Responsibilities

- Assist guests in scheduling appointments and accessing community resources
- Arrange for, or directly provide (not required), guest transportation to health services appointments
- Accompany guests to health care appointments as necessary
- Develop service plans and guides with guests and providers that include health management goals
- Engage guests to achieve health management goals using health coaching, motivational interviewing, and problem-solving techniques
- Assist guests in overcoming any barriers to meeting health goals and update service plans accordingly
- Obtain written consent to coordinate care with other service providers as appropriate
- Maintain accurate, quality, timely, and consistent documentation in organizational database of guest demographics, activities, interventions, and outcomes

- Continuously expand knowledge of community resources, services, and programs available to guests and build ongoing relationships with these organizations to advocate for guests
- Act as a liaison with our visiting medical and dental teams to ensure their suggested treatment plans for clients are carried through, including coordinating their visits to our site
- Follow-up with guests via phone or email when appropriate
- Collaborate with day center staff on needed crisis interventions
- Assure that data is collected on all services provided for guests
- Participate in staff trainings as assigned
- Attend all scheduled staff meetings
- Generate content for communications outreach (i.e., newsletter, website, etc.)
- Coordinate with Program Manager on updating and maintaining healthcare related information and visual displays in common areas
- Participate in pertinent agency and community meetings and events
- Learn and maintain records in HMIS (Homeless Management Information System) and Outcome Tracker

Qualifications

- Ability to maintain boundaries and work effectively with a diverse clientele
- Strong knowledge of behavioral health conditions and barriers to accessing care
- Proficiency with basic computer skills (web search, Word, Excel, PowerPoint, Outlook)
- Excellent communications skills, both written and verbal, comfortable making phone calls
- Thorough understanding of issues related to poverty and homelessness, including social determinants of health, and willingness to advocate with regard to these issues
- Ability to develop and maintain relationships with staff and partner organizations
- Minimum of two years of experience working with underserved communities in a direct service capacity
- One or more years of experience working with women experiencing homelessness and/or those in need of behavioral health services
- Excellent attention to detail and consistent follow-through
- Outstanding organizational skills, ability to prioritize, and ability to handle multiple projects simultaneously within deadlines
- Excellent initiative, including the ability to lead and coordinate special projects
- Ability to work independently with limited supervision
- Has compassion and empathy for the unhoused and those suffering with mental health conditions, has willingness to work with this population without discrimination, judgement, or fear.

Agency Expectations

- Demonstrate understanding of and dedication to the Elizabeth Gregory Home mission and values of Respect, Inclusion, Community and Empathy
- Adhere to policies and procedures
- Perform duties as workload necessitates while demonstrating flexibility, efficient time management and ability to prioritize work load
- Maintain a positive and respectful attitude
- Communicate proactively with staff, clients and the community at large.

Physical Demands/Working Conditions:

- This position requires a minimum of 40 hours per week and some work on Sundays

- This position requires occasional local travel
- Intermittent physical activity including bending, reaching and lifting heavy boxes; prolonged use of a computer.

**This is a grant funded position with secured funding through June of 2024 with the possibility to renew the grant for a total of 3 years. As with all nonprofit work, our staffing is dependent on funding and fulfilling the requirements of the grant, so success of this position will help guarantee future funding.

THE INTENT OF THIS POSITION DESCRIPTION IS TO PROVIDE A REPRESENTATIVE SUMMARY OF THE ESSENTIAL DUTIES PERFORMED BY INCUMBENTS OF THE POSITION. INCUMBENTS MAY BE REQUIRED TO PERFORM OTHER JOB-RELATED TASKS OTHER THAN THOSE SPECIFICALLY PRESENTED IN THIS DESCRIPTION.

PRE-EMPLOYMENT SCREENINGS

Elizabeth Gregory Home conducts pre-employment screenings for all positions, which will include a background check, verification of academic credentials, licenses, certifications, and work history. In addition, a check of names and identification documents is conducted on all new employees to ensure they are legally authorized to work in the United States. Elizabeth Gregory Home is an EEO/AA – M/W/D/V Employer.

Elizabeth Gregory Home does not and shall not discriminate on the basis of race, color, ethnicity, religion (creed), gender, gender expression, gender identity, age, national origin (ancestry), citizenship, economic circumstances, disability, marital status, familial status, sexual orientation, veteran status, political ideology, breastfeeding/pregnancy status, genetic status, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers and vendors, and provision of programs and services. We are committed to providing an inclusive and welcoming environment for all members of our staff, clients, volunteers, subcontractors, and vendors. All EGH staff members are expected to join with and uphold this commitment.

To apply: Please e-mail a resumé and contact information for three references to Ally Baehr, Executive Director at abaehr@eghseattle.org. The position will remain open until a qualified candidate is hired. Please no phone calls. More than one interview may be required.