



**BILINGUAL PATIENT NAVIGATOR
(Spanish & English)**

DATE: March 15th, 2024
POSITION: *FULL TIME - Bilingual Patient Navigator*
LOCATION: *Center for Transformative Change (CTC), Hempstead, N.Y*
HOURS: *Full-Time (Hours Mon – Fri: 8:30 a.m. – 5:00 p.m.)*

RESPONSIBILITIES:

- 1. Evaluate guests for health insurance eligibility and refer eligible candidates to appropriate programs.**
- 2. Assist insured guests with clinical care network options and referrals.**
- 3. Schedule appointments with Harmony Health Mobile Unit and assist with intake procedures.**
- 4. Collect and record co-pays, manage grant fund requests, and handle cash payments securely.**
- 5. Manage invoices, prepare check requests for unpaid co-pays, and track dental appointments.**
- 6. Maintain confidential health information in compliance with HIPAA regulations.**
- 7. Coordinate services with partner organizations and participate in quality improvement initiatives.**
- 8. Provide culturally sensitive services to a diverse population, including language support.**
- 9. Maintain accurate records and generate reports for stakeholders.**

REPORTS TO: *Administrative Manager*

SKILLS REQUIRED:

A minimum of 2 years combined clerical and patient care experience in a medical or health services environment such as a doctor's office or clinic setting; bilingual Spanish skills; familiarity with electronic medical records and/or appointment systems; and ability to assist community members with new patient registration including health history; ability to track and record information for grants and provide patient navigation services.

The ideal candidate is a team player, has excellent people skills, clerical/clinical experience in an outpatient setting, is bilingual in Spanish, and is computer literate with the ability to make electronic appointments, provide patient navigation services and record and track program activity data.

Please fax/email/mail resume w/ cover letter/salary requirements and why we should call you for an interview. Fax 516-486-8105, email to careers@the-inn.org. The INN, 211 Fulton Avenue, Hempstead, NY 11550. An E.O.E.



**Bilingual Patient Navigator
(Spanish & English)
Hempstead, NY**

This is your chance to Join an organization where you will be able to Make a Difference.

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The Interfaith Nutrition Network, Inc. (The INN) is a 501C3 not-for-profit organization located in Hempstead, NY that has been addressing hunger and homelessness on Long Island for over 40 years. We currently have an opportunity for a Bilingual Patient Navigator to join our dynamic team.

The INN seeks a highly skilled, experienced Bilingual Patient Navigator with the experience, professional skills, and compassion to connect INN guests with health care services including primary medical, dental, and mental health services. Center for Transformative Change (CTC), The INN's resource center, is where a positive and supportive environment is made to assist guests with access to resources such as government benefits, housing/shelter placements and employment.

The ideal candidate will have significant expertise regarding resources available to those who are homeless, playing a vital role in connecting guests with essential healthcare services, including primary medical, dental, and mental health care. Responsibilities include assessing guests' insurance eligibility, facilitating enrollment in Medicaid and other programs, and scheduling appointments. The Navigator assists guests with completing intake forms, collecting co-payments, and arranging transportation for appointments. They also ensure compliance with HIPAA regulations and maintain confidentiality of health information.

Collaborating with partner organizations, the Navigator helps provide effective services to a diverse population. With a minimum of 2 years of relevant experience and bilingual proficiency in English and Spanish, the ideal candidate possesses strong interpersonal and administrative skills. They demonstrate cultural sensitivity and contribute to quality improvement initiatives to enhance service delivery.

We offer a competitive salary and benefits package. If you have the passion and skills to succeed in this highly visible position, please submit your resume and salary requirements as described below.

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