

SHAWNEE COUNTY, KANSAS
Position Description
Bilingual Family Health Navigator

POSITION NUMBER: HA1031A

FLSA STATUS: N

POSITION DESCRIPTION

Under general supervision, this position is responsible for providing services to pregnant women and new parents, with children 0-5 years old, in their homes or in a community setting. This position requires both verbal and written fluency in English and Spanish. Assists clients by navigating them through available local and state resources. Makes referrals as required. Provides education and support to assist families with essential needs. Teaches group prenatal education classes and assists with local community outreach activities. Performs other duties as assigned. This position is supervised by the Health Services Team Leader -Maternal Child Health (MCH)-Outreach.

WORK PERFORMED

- 40% Education and Services.** Assesses clients' needs based on gathering of information from referral sources and clients. Focuses on healthy pregnancy outcomes, early intervention, health/nutrition education, and anticipatory guidance for families to prevent childhood health problems and decrease possible child abuse and neglect. Connects families to community services and resources.
- 40% Interpretation Services.** Serves as a liaison to interpret for Spanish-speaking clients seeking health care services from nurses, social workers, other health care providers, and other local health department programs.
- 5% Translation Services.** Serves as a liaison to translate general and medical written information into Spanish.
- 5% Quality Assurance/Team Process.** Participates in quality assurance programs for continuity and improvement of MCH Outreach services. Participates in various Health Department teams as assigned to assure continuity and consistency in service delivery as defined by protocols, procedures, grants, and program standards.
- 5% Documentation.** Documents contacts and encounters with clients in the medical record. Completes the required paperwork for reimbursement and program accountability. Assists in keeping data and statistics in accordance with grant and governmental regulations.
- 5% Departmental Support.** Participates on various teams as assigned, and attends team meetings to assure continuity and consistency in service delivery. May travel to client homes, community sites, and satellite clinic locations to deliver services. Follows all County rules, regulations, Department policies, and procedures.

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KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of:

- Knowledge of medical terminology.
- Pregnancy, parenting and childcare including basic health, nutrition and child development.
- Rules and the practice of grammatically correct English and Spanish languages.
- Maintains current knowledge of community resources and services available to clients.

Ability to:

- Use effective interpersonal communication skills, including the capacity to be nonjudgmental and sensitive to diverse family situations.
- Prepare and maintain records, charts, and reports while maintaining a high level of confidentiality and discretion.
- Follow detailed written and oral directions.
- Speak and write fluently and correctly in English and Spanish.
- Give accurate interpretation of questions and answers given.
- Communicate effectively, both orally and in writing, using the English and Spanish languages.

PHYSICAL REQUIREMENTS

N-Never O-Occasional (1%-33%) F-Frequent (34%-66%) C-Continuous (67%-100%)

	N	O	F	C		N	O	F	C		N	O	F	C
HANDS					BODY/TRUNK					OTHER				
Reaching			X		Sitting			X		Driving			X	
Pushing/Pulling			X		Bending			X		High Elevation	X			
Climbing	X				Reaching			X		Unprotected Heights	X			
Throwing	X				Lifting			X		Around Moving Machinery		X		
ARMS					Carrying			X		Driving Automotive Equipment		X		
Reaching			X		Jumping		X			Exposure to Dust, Gases and Fumes		X		
Lifting			X		Twisting		X			Cramped Body Position		X		
Pushing/Pulling			X		Squatting			X		Sustained Positions		X		
Carrying			X		Turning			X		Noise Levels (Excessive)		X		
Throwing	X				LEGS/FEET					Electrical Hazards		X		
EYES					Walking			X		Slippery Surfaces		X		
Near Vision			X		Standing			X		Work Above Ground	X			
Far Vision			X		Sitting			X		Work Below Ground		X		
Color Vision	X				Carrying			X		Irregular Surfaces			X	
VOICE					Climbing		X			Moving Objects		X		
Talking			X		Jumping		X			In High Volume Traffic		X		
EARS					Turning			X		Exposure to Marked Changes in Temperature and Humidity				
Hearing			X		Lifting		X					X		

EQUIPMENT USED

Personal Computer Fax Machine Telephone Misc. Office Equipment
Printer Photocopier Office Furniture Scanner

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MINIMUM QUALIFICATIONS

- Bachelor's Degree required in in nursing, social work, community health, early childhood, human services, or other closely related field.
- Required to speak and write Spanish and English fluently.
- Valid Driver's License and able to operate a County-owned vehicle (HR-2013-2).
- HR-2013-2: Driving record that shows: No misdemeanor or felony convictions for traffic/vehicular offenses (DUI, vehicular homicide, reckless driving, hit and run, etc.) on the driving record that are less than five (5) years old; No more than two (2) at fault or chargeable accidents on their driving record that are less than five (5) years old; No more than two (2) traffic infractions (speeding, failure to yield right of way, etc.) that are less than one (1) year old.

SPECIAL REQUIREMENTS

- After a conditional offer of employment, the applicant is required to pass a pre-employment physical/drug screen and a review of driving record.
- After a conditional offer of employment, the applicant is required to pass a pre-employment testing of Spanish language proficiency of both written and spoken Spanish.
- CPR Certification
- Required to complete National Incident Management System (NIMS) 700 and Incident Command System (ICS) 100-200 within six (6) months of employment.
- Required to complete the following courses within six (6) months of employment
 - Breastfeeding 101: The Basics
 - Breastfeeding 201: Building on the Basics
- Required to complete Kansas Infant Death and SIDS Network Certified Safe Sleep Instructor training within twelve (12) months of employment, and provide safe sleep trainings.

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This Position Description is not designed to list all tasks and responsibilities of this position. Shawnee County reserves the right to revise or change job duties as the need may arise. This Position Description does not constitute a written or implied contract of employment.

I have read and understand the duties and requirements for this position.

Employee's Signature / Printed Name

Date

Administering Supervisor's Signature / Printed Name

Date

Appointing Authority's Signature / Printed Name

Date

Created: 10/24
Revision History: 11/24