



Human Resources

Oakland Livingston Human Service Agency
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(248) 209-2615 FAX
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HEALTH CARE NAVIGATOR FOR SSVF

Division: Health, Housing, and Nutrition
Department: SSVF
Supervisor: Assistant Director for SSVF Housing
FLSA Status: Non Exempt - Non Union

Qualifications:

1. MSW or Master's Degree in related health/human service field or Bachelor's Degree in related health/human service field accompanied by a minimum of 3 years of experience with health care navigation or behavioral health services required.
2. Minimum two (2) years of experience with case management required.
3. Minimum two (2) years of experience working with Microsoft Office Programs required. Office 365 preferred. Client case management software usage preferred.
4. One year of experience working with Veterans preferred.
5. Certification or licensure in mental health, community health, or substance abuse treatment preferred.
6. Valid Michigan Driver's License, valid insurance policy, and a reliable automobile to be used for work related travel required.

Job Mission:

Empowering SSVF clients to achieve and maintain long-term housing stability so they can experience optimal health outcomes and improved their quality of life.

Performance Standards:

1. Act as a liaison between OLHSA and the VA or community medical clinic and work with a population of Veterans with complex needs who require assistance accessing health care services or adhering to health care plans.
2. Connect Veterans to VA health care benefits or community health care services where Veterans are not eligible for VA care.
3. Work closely with the Veteran's primary care provider and members of the Veteran's assigned interdisciplinary treatment team.
4. Provide care coordination, health education, interdisciplinary collaboration, coordination, and consultation.
5. Provide client and department management with detailed and timely documentation, using appropriate data sources, that includes service delivery, follow-up actions, analysis of outcomes, and individualized strategies for achieving long-term stability.
6. Works closely with other CoC partner agencies, medical and behavioral health care providers to implement the delivery of highly coordinated services.
7. All other duties as assigned by supervisor.

Hours & Wage

\$19.96 per hour
40 hours per week; 52 weeks per year

Location

Livingston

OLHSA IS A DRUG FREE WORKPLACE/EQUAL OPPORTUNITY EMPLOYER

Job Title: Health Care Navigator for SSVF

Job Requirements (in an 8 hour workday)
Number of Hours - Select full Capacity

	Hours	Comments
Sit	6	This position varies daily w/writing reports/grants, going to meetings
Stand	1	picking up of supplies
Walk	1	interactions w/staff, walking to meetings on multiple floors, areas
Bend/Stoop	N/A	

Movements	Yes/No	Comments
Crawl	No	
Reach above	Yes	reaching for books/binders/supplies/files
Crouch	Yes	low files
Balancing	No	
Squat	Yes	Filing and/or retrieving file folders
Climb	Yes	stairs
Shoulder level	Yes	reaching for books/binders/supplies/files
Kneel	Yes	for materials
Pushing	Yes	pushing cart w/supplies

	Pounds	Comments
Weight Carried	Up to 10 lbs	files or material

	Pounds	Comments
Weight Lifted	Up to 10 lbs	files or material

Date: 11/16/2023