



Ethiopian Community Development Council, Inc.

901 S. Highland St. ▪ Arlington, Virginia 22204 ▪ Tel. (703) 685-0510 ▪ Fax (703) 685-0529
Empowering refugees and immigrants since 1983

JOB ANNOUNCEMENT

Position Title: Patient Navigator
Reports to: Program and Grant Manager
Status: Part-time (32 hours/week)/non-exempt
Location: Arlington, Virginia

Job Summary

The Patient Navigator develops, plans, and conducts navigation activities for newcomer women; develops and maintains relationships with service providers; and assists with follow-up and access to local resources.

Key Responsibilities

- Launches, implements, and manages project navigation activities.
- Receives referrals and complete client intake, assessing needs and barriers to accessing continued health services.
- Research and provide referrals to local resources such as support groups, food delivery services, and financial assistance programs.
- Provide personal coaching to clients, including appointment preparations and reminders, result discussion, and culturally sensitive education.
- Provides information and referrals to phone-in and walk-in clients.
- Provides transportation and interpretation service to clients.
- Develops and maintains relationships with service providers.
- Promotes the project and culturally, linguistically informed care at relevant service providers through site visits, emails, and phone contacts, and promotes available services in ECDC/ACC's website.
- Attends meetings and participates in Susan G. Komen for the Cure events and activities.
- Prepares and submits programmatic reports as required.
- Maintains confidential, accurate and comprehensive files on clients.
- Other tasks as assigned.

Qualifications

- College degree in health, social work or related field.
- Knowledge and interest in women's health; experience with women's health facilitation a plus.
- Experience working with area health agencies.
- Fluency in English and a language spoken by members of the target population preferable but not required.
- Excellent computer, writing, data collection, analysis and public speaking skills.
- Good interpersonal and communications skills.
- Ability to manage multiple assignments, to exercise initiative and judgment, and to make decisions within the scope of assigned responsibilities.
- Well-organized, detail oriented, flexible self-starter with the ability to plan and manage work to meet deadlines, occasionally under limited time constraints.
- Ability to relate professionally to and collaborate with diverse individuals in a multicultural environment.
- Ability to work evening and weekend hours.



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Licenses/Certifications: Must have a driver's license and good driving record.

Physical Demands

- Moderate physical activity, which includes standing, sitting, lifting and/or walking.
- Ability to see within normal parameters.
- Ability to hear within normal parameters.
- Requires local travel to meetings.
- Ability to maintain emotional control under stress.

Environmental Factors: Work is primarily indoors in a climate-controlled building.

Contact with Others: Position involves regular contact with health providers, community organizations, ECDC/ACC staff, and community members.

Other Information: All employees are expected to comply with ECDC's employment policies while carrying out their work. The range of responsibilities outlined above may change from time to time to reflect the changing needs of the organization.

Confidentiality: All employees are required to work in a confidential manner in all aspects of their work.

Proof of Eligibility to Work in the United States: All employees must submit proof of identity and their legal authorization to work in the United States. (If a prospective employee fails to submit this proof of work authorization, federal law prohibits ECDC from hiring the person.)

How to apply:

Please send resume and cover letter to: hr@ecdacus.org with "Patient Navigator" in the subject line or mail to: ECDC, Human Resources, 901 S. Highland St., Arlington, VA 22204

No phone calls please.

Qualified applicants will be contacted for interview.

ECDC/ACC is an Equal Opportunity Employer