

POSITION DESCRIPTION



COMPANY: Family Healthcare Foundation

JOB TITLE: Connecting Kids to Care (CKC) Navigator I: School-Focused

REPORTS TO: Connecting Kids to Care (CKC) Program Manager

LOCATION: Hybrid; remote, assigned Hillsborough County schools, and community-based worksites

EMPLOYMENT TYPE: Full-Time

FLSA STATUS: Hourly; Non-Exempt

COMPENSATION RANGE: \$21.00/hr - \$23.50/hr

SUMMARY:

The Connecting Kids to Care (CKC) Navigator I: School-Focused is a vital, energetic role dedicated to bridging the gap between children, families, and essential health and social services within school communities. This position involves engaging with students, parents, teachers, and community partners to promote health education, facilitate access to healthcare resources, and support overall well-being. The Navigator I will serve as a compassionate advocate, leveraging community outreach skills and health expertise to ensure underserved youth receive comprehensive care. This paid position offers an exciting opportunity to make a meaningful impact on children's lives through proactive engagement and program development.

Hours are typically Monday-Friday during usual professional working hours, with additional duties possible in the evenings and weekends based on the needs of the school.

Some seasons of the year may require attendance at outreach events on the weekends.

KEY RESPONSIBILITIES:

- Conduct regular outreach to an assigned list of Hillsborough County schools to build relationships with school staff and raise awareness of available healthcare enrollment resources.
- Collaborate with school staff, families, and community organizations to identify children in need of health and social services.
- Conduct regular outreach to an assigned list of Hillsborough County schools to build relationships with school staff and raise awareness of available healthcare enrollment resources.
- Conduct health education sessions on the goals of the program.
- Assist students and families in navigating healthcare systems, including Medicaid enrollment, Marketplace information, and other public health programs.
- Collect data on service delivery outcomes while maintaining accurate records using HIPAA/FERPA compliant referral system; ensure compliance with privacy laws and public health policies.
- Provide culturally competent client communication utilizing motivational interviewing techniques to encourage engagement in health programs.
- Attend community outreach events within schools to promote awareness of available resources and foster community engagement.
- Support program development efforts by contributing ideas for new initiatives aimed at underserved communities and enhancing existing services.

Knowledge & Experience:

- Education: Bachelor's degree preferred.
- Experience: A minimum of two (2) years of experience in social services required
- Current or prior certification as a Marketplace Navigator or Certified Application Counselor, preferred.
- Experience with eligibility screening for Florida Medicaid, the Health Insurance Marketplace, the Children's Health Insurance Program (Florida KidCare), and other public benefits programs,

preferred.

- Bilingual fluency in Spanish and English highly preferred.
- Ability to successfully pass a Level II background screen, required.
- Ability to travel to assigned schools and locations throughout Hillsborough County, required.
- Active Driver's License and Car Insurance required.

Competency

- Possess strong written and oral communication skills which are critical to ensure that the Healthcare Navigator will be effective in representing TFHF in the community and accurately assisting consumers;
- Have expertise in public programs for healthcare, including Florida Medicaid, Florida KidCare, the Health Insurance Marketplace, other public benefits programs, and county/local resources.

Other Skills:

- Be detail-oriented, self-directed, and responsible.
- Be dependable and a self-starter.
- Be self-directed, organized, responsible, and able to work alone or with a group.

PHYSICAL DEMANDS:

- Light to moderate physical activity performing activities to include:
- Sitting, standing, and/or walking for an extended period of time.
- Lifting 25 lbs. or more.
- Working in a well-lighted, heated, and/or air-conditioned indoor office setting with adequate ventilation.
- Working outdoors at outreach events.
- Using manual dexterity is sufficient to handle/reach items.
- Using close/distant/peripheral and depth perception.
- Working in various locations as needed.
- Using personal vehicles to travel between work locations.