



## **Bilingual Community Healthcare Navigator**

### **POSITION DESCRIPTION**

#### **About Olalla Center**

Olalla Center is committed to a safe and welcoming environment for clients, employees and community. We celebrate and honor the uniqueness and diversity of all individuals. We promote health equity and inclusivity in all services, outreach activities and programs.

At Olalla we believe all people are stronger with the support of a caring community, culturally appreciative services and a connection to the natural world.

This statement is the foundation of our treatment philosophy and the basis for our work. Focusing on individual strengths and needs, we use a variety of innovative, evidence-based treatment models to help families achieve their goals, find connection within their community and move beyond the need for professional supports.

Olalla has provided mental health and community services in Lincoln County since 1978. Olalla is a non-profit, community driven, community-based, independent organization. Whole person health and community are at the core of what we do.

There are many people, youth and adults alike, struggling with mental health issues in Lincoln County. Olalla seeks to identify, understand, manage and eventually heal these very real wounds in the lives of the people we work with.

The **Bilingual Community Health Worker** supports Olalla Center's commitment to create safe and welcoming environments for clients, employees and the community. Olalla Center celebrates diversity and promotes health equity and inclusivity.

**TITLE:** Bilingual Community Healthcare Navigator

**REPORTS TO:** Arcoíris Cultural Program Manager

**STATUS:** Temporary Grant-funded Position (July 1, 2024 - June 30, 2025). Hourly, Full-Time or Part-Time options

**LOCATIONS:** Newport and Lincoln City

**SALARY RANGE:** \$20-21 per hour starting range depending on experience.

**BENEFITS:** Olalla Center offers a full complement of benefits for employees 32+hr/wk:

- Health & Vision insurance
- Dental Insurance options
- EAP
- Retirement plan
- Paid Time Off: 200 hours annually, after 90 days. Accrued from date of hire. PTO is flexible and may be used for all personal leave, for example: holidays/culture days, vacation, self care.
- Sick Leave: 40 hours per year.
- Short Term & Long Term Disability Paid by Olalla Center

**POSITION SUMMARY:**

A **Bilingual Community Healthcare Navigator** will assist clients and community members to access healthcare resources and assistance in accessing the Oregon healthcare marketplace and Oregon Health Plan and in completing applications for insurance coverage. Healthcare Navigators provide outreach to vulnerable and marginalized communities and provide resources to community members to improve overall health and wellbeing. Navigators can assist with interpreting documents and provide assistance with OHP applications, enrollment and healthcare system navigation.

**KEY AREAS OF RESPONSIBILITY:**

- ★ Provide Outreach to vulnerable individuals and families.
- ★ Follow OHA's application assister standards and submit timely activity reports.

- ★ Assist individuals, families, groups and communities develop the capacity and access to healthcare resources, such as health insurance.
- ★ Facilitate communication and client empowerment in interactions with healthcare systems.
- ★ Support health equity with participation in healthcare and social services systems change to become culturally relevant and responsive to their service populations.
- ★ Access language translation and interpretation services to assist clients.
- ★ Deliver health information using culturally-appropriate terms and concepts.
- ★ Link people to healthcare resources.
- ★ Assist with cultural and community health events including vaccination events (some evenings and weekends required).
- ★ Provide support and follow up with clients.
- ★ Advocate for local health needs of clients and service populations.
- ★ Improve communication between providers and patients within the service populations.
- ★ Help clients and service populations locate and understand available community resources.
- ★ Explain healthcare information to clients and service populations.
- ★ Connect community members and individuals with existing supports and services.
- ★ Other similar duties as assigned by the Program Manager.
- ★ Occasional travel within Lincoln County. Mileage reimbursement available.

#### **QUALIFICATIONS, EDUCATION & EXPERIENCE:**

- ★ OHP Certified Application Assister or ability to be trained within 1st month. Training time and cost paid by employer.
- ★ High School Diploma or GED required, Associates or Bachelors Degree in any social science or any related field preferred.
- ★ Experience working or volunteering with vulnerable populations (minimum 1 year preferred).
- ★ Bilingual (Spanish and English).

- ★ Must be detail oriented.

## INSTRUCTIONS – HOW TO APPLY:

A complete application contains all of the following items:

- ★ A comprehensive resume
- ★ Olalla Center employment application (found at [www.olallacenter.org/employment-opportunities](http://www.olallacenter.org/employment-opportunities))

Please email these items to [jobs@olallacenter.org](mailto:jobs@olallacenter.org).

## DEADLINE:

Open until filled. Applications will be reviewed and interviews scheduled as applications are received. Don't miss out! Apply today.

**Olalla Center** greatly values experience and acknowledges that not everyone has had equitable access to educational and/or professional opportunities. Even if you do not feel you meet each and every criteria, please apply! You might be just the person we are looking for. Applications will not be accepted through any other means. **Incomplete applications will not be considered.**

## What We Ask of All Candidates:

- ★ The ability to relate respectfully with people of diverse backgrounds and ages, and to utilize equitable practices.
- ★ Ability to work both independently and collaboratively with others, including team members, staff, volunteers, board, and community partners.
- ★ Strength in fostering a positive, inclusive, and collaborative work culture that attracts, retains, and motivates a diverse staff.
- ★ Current valid driver's license.
- ★ Ability to lift up to 30 pounds when supporting office or facilities tasks unless reasonable accommodation is required.

★ Successfully pass a criminal background check.

*Olalla Center is proud to be an equal opportunity workplace and is an affirmative action employer. We are committed to equal employment opportunity regardless of race, color, ancestry, religion, sex, national origin, sexual orientation, age, citizenship, marital status, disability, gender identity, or Veteran status. We fully embrace mutual respect, civility, inclusivity, equality, and diversity in the workplace and beyond.*