



## **Population Health Navigator**

Knox Public Health has a full-time Population Health Navigator position open in our Knox County Community Health Center (CHC) division at the Mount Vernon location.

### **ESSENTIAL FUNCTIONS**

The responsibilities of this position include, but may not be limited to:

- Identify patient populations, opportunities for age-appropriate health needs and social drivers of health
- Collaborate with agency staff to identify, unify and enrich data mapping to deliver high levels of care and meet health comes, measures and metrics
- Quantify health outcomes and cost metrics to improve care and efficiency
- Provide health outcome measures and patient-specific health education
- Assist with policy development as needed
- Develop improved process with agency staff to improved processes, reduce gaps and improve measures to enhance the quality of patient care
- Identify the patient's social drivers of health barriers and link to appropriate resources internally and externally
- Attend QI/QA Performance Management meetings as required
- Gather required patient information to verify income and insurance eligibility
- Assist patients with completion of forms and provide appropriate direction
- Assist with the processing of insurance claims for patients
- Input and/or update patient information, patient charts and immunization data into web-based software, when needed
- Communicate with members of the care team, various payer entities that the community health center is contracted with and other agencies as needed
- Report quality initiatives, improvements and deficits
- Provide education on electronic medical records charting for data capture
- Communicate within/outside the organization about population health initiatives

## **MINIMUM QUALIFICATIONS**

- Minimum of an associate degree in related field or its equivalent required.
- Bachelor's degree preferred.
- In a relation field, two years of experience preferred.
- The ability to adapt quickly to changing conditions and assimilating new processes into job functions
- Knowledge of Medicaid and Medicare commercial insurance
- Knowledge of the daily operations of a primary care, dental and behavioral health outpatient clinic
- Knowledge of software data management systems
- Knowledge of Microsoft Word, Excel and PowerPoint programs
- Ability to work independently of supervision
- Motivation to produce high-quality outcomes
- Ability to promote teamwork and build effective relationships at all levels of the organization
- Relate well to people of diverse backgrounds
- Willingness to learn new technologies within the practice management and electronic medical record software applications
- Strong analytical, critical thinking, interpersonal and communication (written/verbal) skills

This position is Regular, full-time 40 hours per week, 8:00 a.m. – 4:30 p.m. Monday – Friday, subject to a rotating, or flexible, shift; may work additional hours, evenings, and/or weekends as required.

Benefits include paid holidays, vacation, sick time, personal leave, and retirement; health, dental, and vision insurance available.

If you enjoy working in a fast-paced environment while keeping the standards of output efficient and on task, submit your *resume and application* to Human Resources, 11660 Upper Gilchrist Road, Mount Vernon, OH 43050 or email to [resume@knoxhealth.com](mailto:resume@knoxhealth.com). Application can be found at [www.knoxhealth.com](http://www.knoxhealth.com). Position open until filled.

**Knox Public Health regularly accepts resumes which are kept on file for one year from the date received. Resumes can be sent to:**

**Human Resources  
Knox Public Health  
11660 Upper Gilchrist Road  
Mount Vernon, OH 43050**

*Knox Public Health is an Equal Opportunity Employer Provider*