

Cedar County
Tipton, Iowa
Position Description

Position title	Cedar County Resource Navigator
Reports to	Public Health and Emergency Preparedness Division Manager

Position purpose

The Resource Navigator plays an essential role in supporting youth success by performing a variety of health and social services care coordinator responsibilities, and connecting youth and families with various academic, medical, dental, social/emotional and other support service needs. The overall function of the Resource Navigator is to maintain the youth's enrollment in school while making progress toward successful graduation. It also includes providing resources to support the overall health and well-being of the youth and their family.

Key position responsibilities (with sample tasks)

Referral Management

- Collaborates and receives referrals from designated school officials for youth who are identified as needing resource navigation.

Direct Patient Care Coordination

- Assess and link students and/or family members to health services, such as medical or dental clinics, mental/behavioral health services, or other services designed to meet specific social/emotional, academic or health needs.
- Collaborates with school district personnel to establish strategies that will support the success of the youth's graduation. *i.e.* addressing absenteeism, poor peer relations, poor interactions with teachers, extenuating circumstances within the youth's personal life, etc.
- Facilitates communication among school sites, community resources, and caregivers.
- Organizes and/or implements Family Team Meetings and/or Youth Dream Team Meetings.
- Provides behavioral health intervention services. *i.e.* communication, coping, healthy relationships, etc.
- Provides youth with identifying their current risk factors and how they are impeding their ability to successfully graduate.
- Supports the development of measurable self-attainment goals established by the youth.
- Explore opportunities for extracurricular activities to provide youth with a sense of belonging.

- Connects the youth to community-based programs such as in-home family support programs, group support, public health programs, housing, household resources, employment, etc.
- Arranges for appointments and transportation for a student and/or family members to medical, dental and mental health appointments.
- Coordinates and participates in multidisciplinary meetings for the youth and/or family.

Reporting

- Assist/maintain data and statistics in accordance with funding and governmental regulations.
- Assists with revision of policies and procedures as assigned.

Qualifications

Education and Experience

Requires a BA, BS, or BSW in behavioral healthcare services related field **and** at least three years of experience required working with children, adolescents, and families in a professional setting. Master's Degree preferred.

Certificates, Licenses, registrations

Must have valid Iowa Driver's license and current vehicle insurance.

Specialized Knowledge and Skills

- Participates in program development, education, and public speaking.
- Must be able to demonstrate the knowledge and skills necessary to provide care, based on physical, psycho/social, educational, safety, and related criteria, appropriate to the age of the patients served.
- Working autonomously
- Ability to work with diverse populations.

Working conditions

Primarily sedentary within the office with fluctuation of temperature and humidity Also required to travel, drive and walk in all weather conditions including extreme cold and heat, rain, storm, wind, sleet, and ice. May be exposed to temperature changes, pests, smoke, pets, excrement, chemicals, and blood and other bodily fluids. Required to function wearing appropriate personal protective equipment.

Must effectively interact with people of all ages experiencing physiological and psychosocial issues which may be exhibited by abnormal and threatening behaviors.

Physical requirements

Regularly required to be mobile. Must frequently and consistently carry, lift and/or move up to 25 pounds. May need to assist in lifting and/or moving heavier weights. Must be able to communicate. Must be able to enter information into electronic format for extended periods of time.

Direct reports

None.

Internal and External Contacts

Internal: Public Health Staff, Case Management, Emergency Management, Cedar County Attorney, Veteran Affairs Office, General Relief Office, Environmental and Zoning Office, Auditor’s Office, Human Resources Manager, Secondary Roads, Law Center, Conservation, Board of Health, Advisory Committee, County elected officials and department directors, case managers, Cedar County Board of Health members, Quality Advisory Committee members, staff members, Cedar County Board of Supervisors, contractors, etc.

External: County residents, Iowa Department of Public Health, Healthcare Providers: clinics, hospitals, pharmacies, dentists, laboratories, other public health departments, social service providers, mental health providers, food pantries, School personnel: board members, administrators, nurses, and counselors.

Approved by:	<i>Cedar County Board of Health</i>
Date approved:	<i>May 28, 2021</i>
Reviewed:	

This position description is not intended to be all-inclusive. Employees may perform other related tasks as assigned to meet the ongoing needs of the organization.

Compensation Committee Ranking

- Decision making—
- Supervisory—
- Experience—
- Education—
- Budget Impact—
- Contacts—
- Physical Skills—
- Working Conditions--
- Total--