

Sample Job Description – Adapted from the Ohio Association of CHCs

Title: Navigator

Essential Functions: The AmeriCorps/Community HealthCorps Navigator will assist 600 individuals in completion of the Medicaid application process. The Navigator will collect data and find patients who are currently using the health center's sliding fee and not receiving Medicaid assistance. The Navigator will mail out Medicaid application to patient accompanied with postage paid envelope. Patient will fill out application and mail back to assigned Navigator who will track patients and answer any questions they may have. The Navigator will follow-up with Medicaid to determine if the particular patient has been accepted or denied. The Navigator will need to scan necessary documents for EMR in computer system and check Medicaid eligibility when scanning chart.