ALSTON WILKES SOCIETY

Rebuilding Lives for a Safer Community

JOB POSTING

Facility	Veterans Home Supportive Services and Grant Program (SSVF) Spartanburg
Posting Date	August 24, 2020
Closing Date	September 4, 2020
Job Title	Health Care Navigator

Type of Position: Full-time X **Part-time**

Applicants may apply @ www.alstonwilkessociety.org by completing the online application (include resume) and faxing to (866) 647-5998 or mail to: 3519 Medical Dr., Columbia, SC 29203, or email hrdepartment@aws1962.org to Attn: Toi D. Reid-Worley, Director of Human Resources. Internal applicants may apply by submitting a letter of interest and an updated resume.

GENERAL DESCRIPTION

Under the direction and supervision of the Director of VA Facilities and Program, to provide SSVF Health Care Navigators are to provide services that include connecting Veterans to VA health care benefits or community health care services where Veterans are not eligible for VA care. SSVF health care navigators will provide case management and care coordination, health education, interdisciplinary collaboration, coordination, and consultation, and administrative duties. SSVF Healthcare Navigators work closely with the Veteran's primary care provider and members of the Veteran's assigned interdisciplinary treatment team. The Case Manager must work a 40 hour week.

SKILLS AND EDUCATION REQUIREMENTS

- Communicating effective orally and in writing
- Computer literacy
- Proficient in HMIS data entry and reporting features
- Three years of job related experience working with low-income populations, preferably with veterans and/or homeless populations
- An approved writing sample exemplifying clinical documentation will be required for employment
- Master's Degree in Social Work

LICENSES AND CERTIFICATION

- Valid Driver's License and proof of insurance
- Proof of Auto Liability Insurance if required
- Proof of education and credentials will be required for employment

APPROVED BY: S. Anne Walker, Executive Director

EOE/AA