**MEMBER POSITION TITLE:** Early Childhood Navigator

Appleton, Wisconsin | Population Health | .75 FTE

**Why ThedaCare?** Living A Life Inspired! Our new vision at ThedaCare is bold, ambitious, and ignited by a shared passion to provide outstanding care. We are inspired to reinvent health care by becoming a proactive partner in health, enriching the lives of all and creating value in everything we do. Each of us are called to take action in delivering higher standards of care, lower costs and a healthier future for our patients, our families, our communities and our world.

At ThedaCare, our team members are empowered to be the catalyst of change through our values of compassion, excellence, leadership, innovation, and agility. A career means much more than excellent compensation and benefits. Our team members are supported by continued opportunities for learning and development, accessible and transparent leadership, and a commitment to work/life balance. If you’re interested in joining a health care system that is changing the face of care and well-being in our community, we encourage you to explore a future with ThedaCare.

**SUMMARY:** The Early Childhood (EC)Navigator will support ThedaCare healthcare providers working with families that have children ages 0-5. The EC Navigator will support families by connecting them with community resources and referral activities specific to early childhood developmental or behavioral concerns that might be identified through developmental screening or within the social determinants of health risk factors. The EC Navigator will work with partner Help Me Grow (HMG) outreach navigators to support a broad range of family needs such as food insecurity, housing, transportation, parent education, and child care, among others. The EC Navigator will follow up with patients using the HMG system and provide follow up to assure families are connected with the resources needed. The EC Navigator will be a member of the Help Me Grow (HMG) navigator community team and will document case information in EPIC and the HMG database, and will build relationships with community-based providers. Oversight will be provided daily by the SDOH Navigator Supervisor; additional support provided by the HMG Supervisor, Community Heath Specialist and First 5 Director.

**DESCRIPTION OF DUTIES AND RESPONSIBILITIES:**

• Collaborates with the HMG and healthcare team to evolve and improve the Navigator role for our system, helping inform ThedaCare of the required resources needed as the system expands its capacity to address Social Determinants of Health as part of its population health strategy.

• Collaborates with healthcare team to improve on system processes to assess patient Social Determinants of Health and Early Childhood needs and connect patient with community resources to increase efficiency and effectiveness.

• Communicate with patients to identify and understand needs.

• Utilize EPIC resource database and HMG database to connect patients with local resources.

• Enter patient information into secure electronic medical record as this capacity becomes available. Serve as link

 between EPIC and HMG record.

• Initiate follow up to assure patients are connected with the resources needed. Coordinate with Community

 Navigator to ensure family is supported.

• Coordinates patient information and communication between and among the patient/family, the referring/accepting facilities, community navigator and communicate to caregivers as applicable to ensure smooth transition of care.

• Connect to the healthcare team regarding patient needs addressed.

• Participate in initial and ongoing training.

* Train and educate rural providers and clinicians on what HMG and SDOH are, how the team works, and how they can refer rural patients for care.
* Utilize ASQ screening tools, the HMG database and maintain the online resource directory with updated agency/organizational data to provide appropriate, relationship-based referrals for families.
* Support community partners with information and organizational referrals.
* Promote HMG within targeted communities.
* Other duties as assigned.

**QUALIFICATIONS/SKILLS/EDUCATION/EXPERIENCE:**

* Associates or Bachelor’s degree in Community Health, Health Promotion and Wellness, Health Science, Social
* Work, Early Childhood Education or Special Education. Related background or experience in other fields will be discussed. Upper-level undergraduates with related experience are encouraged to apply.
* Good listening and communication skills.
* Ability to navigate database systems, record information and provide a friendly and confidential communication with families.
* Interest in assisting patients with needs to improve quality of life.
* U.S Citizen, U.S National, or Lawful Permanent resident alien of the US
* Basic understanding of community resources is helpful but not required.
* Provide information, complete, and pass a criminal history background check

**TRAINING:**

• The Team Member will receive an overview of ThedaCare’s mission, vision, and values along with an overview of how the work around Social Determinant of Health aligns with ThedaCare’s strategic vision of being a Population Health Organization.

• The Team Member will participate in ThedaCare new employee orientation to ensure full compliance with local, state, and federal regulations. The Team Member will also receive training on the electronic medical record system and HMG system and will be paired up with a mentor. Duration of training will depend on individual comfort level.

**OTHER INFORMATION:**

• **Member Term of Service:**

o This position is Limited Term, based on grant funding. The term will start on or near 10/24/2022 and end of 12/31/2023.

• **Benefits:**

o Not offered as a contract employee

**CONTACT INFORMATION AND APPLICATION DUE DATE (if applicable):**

• Please send a resume and cover letter to either:

* + Tracey Ratzburg, Community Health Specialist. Email: Tracey.Ratburg@thedacare.org.
	+ Vaya Jones, Community Navigator Supervisor. Email: Vaya.Jones@thedacare.org.
	+ Barb Tengesdal, First 5 Fox Valley Director. Email: director@firstfivefoxvalley.org.

**Scheduled Weekly Hours**: 30 per week or 60 every 2 weeks

**Scheduled FTE:** .75

**Location**: TCA Regional Medical Center - Appleton, Wisconsin

**Overtime Exempt:** No

This is a summary of job responsibilities and does not create contractual terms and conditions and is subject to change in order to meet grant and organizational needs. Employment with ThedaCare is “at-will”. This position is Limited Term, based on grant funding. The term will start on or near 7/1/2022 and end of 12/31/2023.