



## EMPLOYMENT OPPORTUNITY

### Healthcare Navigator

IWS Family Health, a community health center providing preventive health care services to children and families, seeks a Healthcare Navigator (Bilingual English/Spanish) to work as a critical part of its Development Team.

#### Position Responsibilities

- The Navigator is responsible for steering and supporting IWS patients with the completion of government resource enrollment while referring patients to the appropriate enrollment resources and engaging in community outreach by providing education and promoting application assistance for coverage options

#### Knowledge, Skills, and Abilities

- The Healthcare Navigator must have a high school diploma.
- The ideal candidate will also have experience in an outpatient clinic.
- The successful candidate will have a working knowledge of Electronic Medical Records (EMR) and knowledge of MS Office or Office Suite.
- The candidate must have exceptional telephone skills and excellent skills in communicating with many types of people clearly, efficiently, and politely.

#### Compensation and Benefits

IWS Family Health provides a competitive salary and benefits plan, including Paid Time Off (PTO), paid holidays, health, dental, life and vision insurance options, as well as a 403B option.

#### Organizational Overview

Our patients and staff are at the heart of everything we do. For over 100 years, the Infant Welfare Society of Chicago (IWS Family Health) has provided health care services to medically underserved and vulnerable Chicagoans. Today, we provide pediatric health, adult health, pediatric and family dentistry, prenatal Care, including CenteringPregnancy™, care coordination, counseling, behavioral health, speech therapy, occupational therapy, social skills groups, optometry. This model helps ensure access to comprehensive services for medically underserved families in Chicago.

Please submit cover letter and resume to HR at [hr@iwsfamilyhealth.org](mailto:hr@iwsfamilyhealth.org)

