



**Organization:** Vecinos, Inc.

**Address:** 3971 Little Savannah Rd, 173 HHS, WCU Cullowhee, NC 28723

**Phone:** (828) 293-2274

**Email:** [info@vecinosinc.org](mailto:info@vecinosinc.org)

**Web:** [www.vecinos.org](http://www.vecinos.org)

**Position:** Patient Navigator

**Location:** Cullowhee, NC (with outreach in Macon, Swain, Jackson, Clay, Transylvania, and Haywood Counties).

Option to work from home most days.

**Compensation:** \$30,000-\$40,000

**Benefits:** Insurance, Retirement, Vacation

**Classification:** Non-Exempt, Permanent, Full-Time

**Reports to:** Integrated Care Program Manager

**Organization Description:** Vecinos is a non-profit, 501(c)3 organization that provides out-patient and mobile clinics with integrated primary and mental healthcare, health education, and case management to uninsured, low-income adults in need of Spanish-language services with a special focus on migrant farmworkers. We offer a positive, supportive, and team-oriented atmosphere. We work in a non-traditional environment with limited resources. Schedules and hours vary throughout the year.

**Purpose:** The Patient Navigator helps guide the patient through the healthcare system, working to overcome barriers that prevent a patient from receiving the care and treatment they require. The ideal candidate is flexible, open to working in a changing environment, can commit to a growing practice, and has the desire to serve uninsured/underserved Latinx populations, specifically agricultural workers.

### **Job Responsibilities**

- Conduct patient eligibility screening for Vecinos and partner services
- Assist patients in completing medication and financial assistance forms
- Conduct follow-up with partner agencies and patients as needed to ensure services are fully rendered, including successful delivery of medications.
- Organize schedules and manage appointments for patients to ensure they receive services in a timely manner. Ensure continuity of care and linkage to community resources
- Inform the patient on financial aspects of care and link the patient to financial resources as needed.
- Manage health care records using the electronic health record, AthenaNet
- Coordinate or accommodate interpretive language services when needed
- Facilitate communication between the patient, family members, and healthcare providers to ensure patient satisfaction and quality of care

### **Required Qualifications**

- Native or near-native English/Spanish fluency. Excellent written and oral communication skills in English and Spanish
- One year of previous healthcare or social work experience
- High School Diploma
- Excellent computer skills and ability to manage a variety of online medication and financial assistance platforms
- Highly organized and attentive to detail with a proactive attitude



- Empathetic attitude, with an ability to offer emotional support
- Passion for the proper care and well-being of patients
- Able to multitask and work effectively both independently and as a team member, working closely with nurses, physicians, outreach staff, and other partners
- Cultural sensitivity, a caring and confident demeanor, flexibility, dependability, excellent written and verbal communication skills, high energy-level, willingness to work in a nontraditional/non-clinical setting, a professional attitude, desire to serve uninsured/underserved populations

**Preferred Qualifications**

- Bachelor's or Master's degree in social work, public health, or another relevant field
- Previous case management and referrals experience
- Lived experience as a member of a farmworker family and/or Latinx population

**Submit Cover Letter and Resume to:**

Megan Padilla, RN, CPN  
Integrated Care Program Manager  
jobs@vecinosinc.org