Job Title: Senior Living Health & Wellness Navigator
FLSA Status: Fulltime, Exempt
Reports to: Community Engagement Program Manager

The Center for African American Health is a community-based nonprofit organization dedicated to improving the health and well-being of African Americans. The Center works toward health equity for the underserved African American community by offering culturally competent health education and outreach that empowers community members to overcome the root causes of health problems, maximize their own individual health and access health and support services.

As a Family Resource Center, The Center for African American Health is building upon existing partnerships and creating new collaborations to begin to address the needs of children, youth and families. We are looking for detail-oriented and organized team members who excel in fast-paced nonprofit environments, are interested in working to promote community health through inquiry, innovation and impact and in joining a well-respected, high-impact organization with a rich history of community service.

Under the supervision of the Community Engagement Program Manager the Senior Living Health & Wellness Navigator is responsible for sustaining high-quality programs and outreach that support the healthy development of older adults and families, support basic human resource needs navigation, and community engagement.

**Primary Roles and Responsibilities**
- Plans, coordinates, and conducts health and wellness related educational presentations; contacts and schedules varied speakers from local health related organizations and businesses; seeks input from participants; researches potential topics regarding health awareness, exercise and fitness, medication management and safety issues
- Develop relationships with public agencies and community-based organizations to build knowledge of the resources available to senior community stakeholders
- Responsible for establishing trusting relationships with senior community members, their families and community-based organizations
- Identifies and assist senior community members with health issues, and recognize when a clinical intervention from other health provider partners is necessary
- Create referral linkages with providers, community organizations and targeted providers to implement community resources, health and wellness events and/or educational programs that address barriers to care, resources and enhance stakeholder knowledge, and ultimately impact health individual and family outcomes

**Requirements/Qualifications**
- Bachelor’s degree in Social Work, Health and Human Services, related field or equivalent work experience
- Considerable knowledge of the aging process, psychosocial aspects of aging, and understanding the needs of the older adult

2/2020
▪ Prepare marketing materials and promote the activities at the Center through a variety of media venues
▪ In-depth understanding of entire MS Office suite [Strong computer skills, familiarity with Word, Excel, Outlook, PowerPoint] and Google Docs
▪ Must be able to meet deadlines in a fast-paced quickly changing environment
▪ Produce accurate and timely pre and post survey results throughout program lifecycle
▪ Protect and keep confidential all participant and proprietary information
▪ A proactive approach to problem-solving with strong decision-making skills
▪ Professional level verbal and written communications skill
▪ Ability to maintain accurate and confidential organization/client/service information and prepare internal and external as required
▪ Excellent communication, organizational and time management skills
▪ Ability to work both autonomously and collaboratively with a team in a fast-paced environment
▪ Initiative and capacity to respond effectively in stressful/crisis situations and multi-task
▪ Excellent public speaking and presentation skills
▪ Strong writing skills, and ability to convey information in a clear, and concise manner
▪ Demonstrated ability to work with persons and groups of diverse racial, ethnic, and economic backgrounds
▪ Ability to connect with diverse communities and forge strong relationships
▪ Demonstrated ability to organize, set and implement priorities, manage multiple tasks with attention to detail
▪ Ability to analyze problems and find solutions which support and enable sound decision-making
▪ Ability to perform several tasks concurrently, time management and organizational skills
▪ Ability to organize and maintain detailed records; complete necessary paperwork, reports and meet deadlines
▪ Personal qualities of integrity, credibility, and dedication to the mission of The Center

**Salary Range**
$45,000 - $50,000

**Other Duties**
Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

**How to Apply**
Qualified candidates are encouraged to apply. Please submit a cover letter, resume and writing sample to the following email address and include Sr. Health and Wellness Navigator in the subject line: careers@caahealth.org. No phone calls please. All applications must be submitted electronically – none will be accepted in person. More information about The Center for African American Health can be found on our website at www.caahealth.org

*The Center for African American Health is an equal opportunity employer.* We do not discriminate on the basis of race, color, religion (creed), gender or gender expression, age, national origin (ancestry), disability, marital status, military status or sexual orientation in any of our activities or operations.