



## RECRUITMENT SPECIFICATION

**JOB TITLE:** Health Navigator

**DEPARTMENT:** Social Services

**PROGRAM:** Medi-Cal

**REPORTS TO:** Program Director

**SALARY:** \$20-\$24

**BENEFITS:** Health benefits (medical, dental, vision), 403(b) with employer contribution, 11 paid holidays, paid Vacation and Sick time, winter break (typically last two weeks in December, returning Jan 2; employee paid supplemental insurance (i.e. life, accident, etc).

**LOCATION:** MICOP, Paso Robles Office.

**STATUS:** Non-Exempt

**HOURS WORKED:** Full Time, 40 hrs/week

**HOW TO APPLY:** To apply, send resume to and cover letter to: [HR@mixteco.org](mailto:HR@mixteco.org)

**DEADLINE TO APPLY:** Position open until filled

### ABOUT MIXTECO INDIGENA COMMUNITY ORGANIZING PROJECT

Founded in 2001, Mixteco/Indígena Community Organizing Project (MICOP) supports, organizes and empowers the indigenous migrant communities of California's Central Coast through improved access to health and community resources, community organizing, language interpretation, education, direct assistance, cultural promotion, and our indigenous-led Radio Indígena community radio station. MICOP offers a fast-paced, multilingual and multicultural work environment dedicated to carrying out our mission.

### Summary

The Health Navigator is a key member of the MICOP Paso Robles team. The Health Navigator will serve as a link between Indigenous community members and local health providers and agencies in San Luis Obispo County.

### Responsibilities

- Provide culturally and linguistically competent case management/navigation of services available to the community.
- Be available daily in person and/or by phone to assess client needs.
- Develop a case management plan for each client.
- Seek, build, and maintain collaborative partnerships with local networks of service providers, key local public agencies, and other nonprofit organizations that offer services needed by case managed clients.

- Follow up as needed to ensure that the services are provided to clients in a suitable, culturally and linguistically competent manner.
- Play a key role disseminating information about case management/navigation services available at MICOP's Paso Robles office.
- Conduct peer-to-peer in-person outreach activities including canvassing, tabling, and participating in community events/health fairs. Canvassing includes door-to-door visits in neighborhoods where large concentrations of Indigenous migrants live as well as visiting places where the migrant farmworker community congregates, such as bakeries in the early morning, laundromats during the day, and end-of-day hours.
- Combine verbal and visual activities including hand out flyers and provide direct information about MICOPs services.
- Other duties as assigned.

### **Required Skills**

- Passion for MICOP's mission of supporting, empowering and organizing the indigenous migrant community in California's Central Coast.
- Language skills: Ability to speak and write Spanish and English. Ability to speak an indigenous language, required.
- Cultural competency necessary to provide case management, and outreach services to clients.
- Previous experience with case management.
- Ability to navigate social service programs and provide successful referrals to clients.
- Able to manage time effectively, meet deadlines, and have excellent follow through.
- Ability to communicate clearly and effectively with a variety of community members.
- Proficient in MS Office Suite and Google Workspace.

### **Experience**

- High school degree or equivalent work experience.
- Direct experience working with Mixteco/ Indigenous families and/or the community.

**MICOP IS AN EQUAL OPPORTUNITY EMPLOYER  
WOMEN AND PEOPLE OF COLOR ARE ENCOURAGED TO APPLY**