



## Internal Job Postings

### Navigator Program (6 positions available)\*

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**Program Description:** The Affordable Care Act (ACA) includes a variety of services designed to promote affordability, quality, and accessibility in the health care system. ACA created new competitive private health insurance marketplaces – called “Exchanges” that will help consumers with access to affordable coverage. Consumers will need to understand new programs and navigate the health insurance system to find the most affordable coverage that meets their needs. Exchange Navigators are intended to assist consumers in those areas. Change Happens’ Navigator program will include: **Navigator**/Outreach assistance (4 positions) and **Assistor**/Call center assistance (2 positions).

#### Navigator

**Salary:** \$34,000 - \$36,000

#### Qualifications:

- A high school diploma or equivalent.
- A minimum of two years’ experience in community health outreach and education.
- Must attain Navigator Certification.
- Must have excellent communication and human relations skills.
- Ability to exercise good judgment, tact and diplomacy when interacting with clients, consumers, community members and co-workers.
- Must possess a valid Texas Driver’s License and vehicle insurance.
- May require evening and week-end work.
- ***Skills in speaking Spanish preferred. \****

#### Navigator

#### Duties:

- Maintain expertise in eligibility, enrollment, and program specifications (20 hours of training; exam; and certification).
- Conduct public education activities, including presentations, forums and other events.
- Provide information in a fair, accurate and impartial manner.
- Conduct outreach and enrollment activities at out-stationed locations.
- Work with a variety of community partners and stakeholders to increase program awareness.
- Utilize mobile technology to assist consumers in making online applications.
- Participate in special events.

#### Assistor

**Salary:** \$32,000 - \$34,000

#### Qualifications:

- A high school diploma or equivalent.
- A minimum of two years’ experience in community health outreach and education.
- Must attain Navigator Certification.
- Must have excellent communication and human relations skills.



- Ability to exercise good judgment, tact and diplomacy when interacting with clients, consumers, community members and co-workers.
- Must possess a valid Texas Driver's License and vehicle insurance.
- May require evening or week-end work.
- ***Skills in speaking Spanish preferred. \****

### **Changing Pathways (6 positions available)\***

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**Program Description:** This program will expand substance abuse treatment and HIV services for African American and Hispanic/Latin women ages 26-55 years old, who have substance use or co-occurring substance use and mental disorders and are living at risk of HIV/AIDS.

**Program Coordinator (1)**

**Salary:** \$44,000 - \$50,000

**Qualifications:**

- Master's degree in social work, psychology or behavioral science and 5 years successful work experience that includes supervision, program self-monitoring, and substance abuse and co-occurring disorders.
- Licensure in related field, i.e. LMSW, LPC, etc.
- Outstanding organizational, verbal and written communication skills.
- Strong interpersonal skills and the ability to work with diverse community groups.
- Ability to adopt to a dynamic and changing environment .

**Coordinator**

**Duties:**

- Coordinate daily program operations
  - Develop and implement policies and procedures
  - Oversee data collection and data entry
  - Develop strategies to meet program goals/objectives
  - Prepare and submit reports
  - Provide supervision to staff and volunteers
  - Identify staff training needs and provide appropriate training
  - Coordinate and monitor subcontractors for external evaluator and treatment provider
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**Outreach and Marketing Specialist (1)**

**Salary:** \$40,000 - \$42,000

**Qualifications:**

- Bachelor's degree with 3 years of related experience.
- Knowledge of marketing techniques
- Knowledge of substance use and co-occurring disorders
- Bi-lingual (Spanish and English) skills preferred



- Ability to work and communicate effectively in a multi-cultural environment
- Demonstrate positive human relations skills

### **Outreach and Marketing Specialist**

#### **Duties:**

- Conduct outreach and recruitment activities.
  - Conduct initial intake and eligibility enrollment.
  - Collaborate and conduct community-wide recruitment initiatives with other organizations.
  - Schedule and conduct presentations to promote awareness and support for the program.
  - Develop internal and external relationships and partnerships.
  - Oversee distribution of recruitment materials.
  - Develop a recruitment plan.
  - Conduct training and technical assistance.
  - Participate in evaluation activities.
  - Participate as member of interdisciplinary team.
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### **Mental Health Case Managers (3)**

**Salary:** \$42,000 - \$46,000

#### **Qualifications:**

- Masters degree in social work, psychology, or behavioral science; or undergraduate degree with related experience.
- Licensure in LMSW, LBSW, LCDC, BSW or other related license.
- Minimum of 1 year successful experience in adult case management.
- Ability to work with homeless individuals of diverse backgrounds and disabilities including physical, mental, substance abuse, HIV/AIDS, etc.
- Outstanding organizational, verbal and written communication skills.
- Ability to perform daily duties to achieve expected outcomes and performance measures with minimal supervision.
- Ability to travel to various sites daily.

### **Mental Health Case Manager**

#### **Duties:**

- Conduct screening and diagnostic assessment with clients.
- Deliver evidence-based program intervention.
- Coordinate and integrate a comprehensive care plan.
- Make referrals and linkages to community resources.
- Conduct ongoing monitoring and follow-up.
- Participate as a member of multidisciplinary team; participate in treatment planning, case staffing, etc.
- Maintain case documentation compliance.



- Participate in evaluation activities.
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**HIV Health Educator (1)**

**Salary:** \$36,000 - \$40,000

**Qualifications:**

- Undergraduate degree in social work, psychology, or behavioral sciences.
- Current valid driver's license and daily access to a vehicle during work hours.
- Successful completion of HIV prevention and counseling.
- Preferred experience in: Protocol-Based Counseling, harm reduction models, and motivational interviewing.
- Certification in the Fundamental of HIV Testing and Prevention Counseling using the OraQuick HIV ½ Advance 1 Antibody Test.
- Outstanding organizational, verbal, and written communication skills.
- Strong interpersonal skills and ability to work with diverse community groups.
- Proficient in using Microsoft Word and Excel.

**HIV Health Educator**

**Duties:**

- Conduct in-depth risk reduction messages.
- Provide HIV Advanced Antibody Test to individuals.
- Distribute materials to support risk reductions (condoms, sterile kits).
- Link HIV+ individuals to care.
- Conduct motivational interview techniques to individuals out of treatment.
- Compile and complete reports.
- Participate in evaluation activities.
- Participate as member of interdisciplinary team.

**After-School Program Coordinator**

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**Program Description:** The Change Happens' after-school and summer program provides enrichment activities for youth ages 6-17.

**After-School Coordinator**

**Salary:** \$44,000 - \$46,000

**Qualifications:**

- Undergraduate degree in social work, psychology or behavioral science.
- Skills in working with youth programs and program development and implementation.
- Ability to adapt to a dynamic and changing environment.
- Strong interpersonal skills and the ability to work with diverse groups.
- Excellent organizational, verbal and written communication skills.



## **After-School Coordinator**

### **Duties:**

- Coordinate and administer daily program operations for the after-school and summer program.
- Conduct recruitment and outreach activities to reach the target population.
- Organize and plan daily activities that result in positive youth development.
- Administer program activities in compliance with funding sources, Day Care Licensing and other program requirements.
- Plan and monitor program activities.
- Coordinate program activities with school officials, parents, and other community groups.
- Ensure after-school and summer participants are transported in accordance with safety regulations; maintain adequate driver coverage and ensure adherence to transporting procedures.
- Plan and coordinate monthly parent meetings; ensure parents received information in a timely manner.
- Assess contractors to conduct alternative activities, monitor and evaluate contractor's performance.
- Coordinate and plan resources, including other program staff, to effectively manage program.
- Prepare and submit program reports.