

YWCA Greater Lafayette

605 N. 6th St.
Lafayette, IN 47901
P 765.742.0075
ywcalafayette.org

WCP HISPANIC LAY PATIENT NAVIGATOR

Department: Women's Cancer Program (WCP)
Supervisor: Program Director
Classification: Full-time, Non-Exempt

Position Overview

The WCP Hispanic Lay Patient Navigator is responsible for assisting Spanish-speaking cancer patients in the pursuit of the highest quality medical care for their unique circumstances.

Essential Functions

- Assess patient circumstances, evaluate barriers to treatment and advocate on behalf of patient to ensure timely and quality care.
- Schedule diagnostic and follow-up appointments and assist with paperwork as needed.
- Refer clients to appropriate social service and support programs.
- Provide translation and interpretive services as needed.
- Coordinate or provide transportation to appointments as needed.
- Maintain periodic contact with clients throughout care to ensure all obstacles are addressed promptly and effectively.
- Participate in weekly staff meetings.
- Provide community education and outreach as needed.
- Maintain client and program confidentiality.
- Maintain all necessary documentation and records.
- Represent organization in a professional manner at all required meetings and events.
- Other duties as assigned.

Requirements and Qualifications

- Bachelor's degree in related field or experience equivalent preferred.
- Written and oral Spanish fluency required.
- Willingness to obtain Medical Interpreter Certification within first 6 months of employment.
- Ability to multi-task and adjust priorities as needed.
- Knowledge of community resources and support organizations preferred.
- Ability to work independently on assigned responsibilities and manage stressful or crisis situations.
- Strong written and oral communication skills and ability to speak in public effectively.
- Familiarity with common computer software such as Word, Outlook and Excel.

Additional Requirements

To perform essential functions of this job, the employee is regularly required with or without reasonable accommodation to sit, stand, bend and reach with manual dexterity sufficient to operate standard office machines such as computers, copiers, telephones and other office equipment. Valid driver's license required. May require lifting up to 40 pounds. Requires normal range of hearing and vision.