



CRAWFORD COUNTY  
MENTAL HEALTH CENTER

**CCBHC**

Certified Community Behavioral Health Clinic

911 E. Centennial  
Pittsburg, KS 66762

620-231-5130  
[www.crawfordmentalhealth.org](http://www.crawfordmentalhealth.org)

Crawford County Mental Health Center is taking applications for a full-time **Patient Navigator**. This position will be responsible for efficiently and accurately coordinating the care between clients and other service providers within the CCMHC, as well as in the community to assist in improving the functioning and quality of life which are due to social determinants of health, physical health condition and mental illness.

Qualifications:

- Bachelor's level or equivalent experience preferred
- Computer skills/Telehealth Technologies
- Ability to effectively relate to employees and the public in a positive way
- Ability to work effectively independently, or in a team with people of all socio-economic classes
- Produce documents written with clearly organized thoughts using proper sentence construction, punctuation, and grammar
- Have excellent judgement, communication, and conflict resolution
- Have excellent ability to deal with diverse personalities, in a tactful, flexible, and mature way
- Have a working knowledge of Center programs, current policies and regulations governing CCMHC operations

Essential Job functions:

- Accurately obtaining and recording client National Outcome Measures (NOMs) information in timelines required in SAMSHA grant
- Provide face-to-face, phone, telehealth and online care coordination services with clients and their families
- Assess client needs by identifying demographics, historical information, assessments including BMI, Columbia, and DLA-20
- Comply with all clinical documentation standards relevant to care provision in timelines required by policy
- Provide outreach via telephone and travel within the community, to assist clients and their families regarding access to health care, eliminating barriers, and improving social determinants of health
- Arrange medical, social, educational, and other services with providers as required by treatment plans and as assigned, including care coordination functions
- Maintain a client caseload up to 450 clients at a frequency determined by a level of care system
- Regular and predictable attendance and punctuality
- Knowledge of local resources and qualifications to make referrals and follow up that the appointment was kept 80% of time
- Complete hospital admission and discharge outreach within 24 hours of learning of the event.
- Track and refer clients for basic health prevention including a primary care provider, labs, and recommended screenings at a frequency based on development and age
- Provide vitals and documentation in the EHR a minimum of yearly
- Assist clients to apply for patient financial assistance such as Carelon, Medicaid, Patient Assistance or Social Security

- Develop and maintain courteous, professional, and effective working relationships with fellow employees
- Follow up with clients who missed or cancelled an appointment to help with rescheduling, including problem-solving barriers to treatment

Benefits package includes participation in KPERS Retirement System, paid sick and vacation, as well as health, dental, and life insurance.

Position open until filled

Apply online at <https://www.crawfordmentalhealth.org/careers/>

Or Send resume and references to:

Human Resources  
911 E. Centennial  
Pittsburg, KS 66762  
620-235-7148 Fax  
careers@cmhccc.org

Equal Opportunity Employer

**Please indicate Patient Navigator on your application or resume.**