



**The Tallahassee Pediatric Behavioral Health Center, a strategic initiative of Whole Child Leon and the Tallahassee Pediatric Foundation, seeks a Behavioral Health Navigator I to join its team to provide family-focused navigation services, connecting families and pediatric care to high-quality behavioral health services.**

## **JOB DESCRIPTION**

The **Behavioral Health Navigator (BHN) I** works directly with the pediatric primary care community to provide resources and assistance to children and families in need of behavioral health and social services. The BHN I assists referred families navigate obstacles to behavioral health care access in order to connect them to high-quality preventative services, diagnosis, timely treatment, and follow-up. The BHN I maintains a robust, vetted system of providers and community partners to help children and families connect with the most appropriate resources and participates in events and educational opportunities to advance the role of an integrated health model in improving health and wellness outcomes for the pediatric population.

### **Responsibilities:**

- Conduct appropriate assessments of each child/family referred to the program to determine needs
- Create individualized navigation/case management plan for each client including referral coordination to behavioral health providers and other supports
- Assist families with accessing referrals (e.g., arranging transportation to and from appointments, securing and maintaining insurance, etc.)
- Maintain regular contact with clients to ensure referral utilization, progress, and identify additional needs; contact should be more frequent for those needing additional support
- Assist with regular outreach efforts to establish and maintain positive working relationships with physicians, social services staff and the broader community
- Maintain timely and accurate electronic client records
- Develop and keep current a comprehensive listing of area behavioral health providers
- Serve as an essential link between clients and all other care providers
- Facilitate communication and follow-up with referring health care providers
- Reports to the Behavioral Health Navigator Program Lead
- Participate in site-based staff meetings and interdisciplinary project teams
- Comply with all pertinent regulations including HIPAA



**Qualifications:**

- Minimum of a 4-year degree in Social Work, Nursing, Psychology, or related health field.
- Knowledge of psychiatric and related behavioral health disorders, conditions, and best practice treatment approaches
- Must be able to work in a self-directed environment with the ability to collaborate with and lead teams, including students
- Requires strong written and verbal communications skills, problem solving, decision-making and critical thinking
- Requires flexibility, the ability to accept constructive criticism, and a willingness to learn
- 2-3 years of experience of community behavioral health system preferred
- Knowledge of primary care practices preferred
- Knowledge of community health resources and how to help clients take advantage of programs that will improve their overall health status
- Must be computer literate with basic office applications (e.g., MS Office, Google Suite, etc.)

**Location and Salary:**

- This position is located within the Whole Child Leon Professional Building in Tallahassee, Florida.
- This is a 25-30 hour a week position. The salary is \$18 per hour.

*Interested candidates should send a cover letter, resume and two letters of reference to [info@wholechildleon.org](mailto:info@wholechildleon.org). The position will remain open until filled.*

