



MISSISSIPPI STATE DEPARTMENT OF HEALTH

The Office of Women's Health, Breast and Cervical Cancer Early Detection Program (BCCP) at the Mississippi State Department of Health is accepting applications for a part-time Patient Navigation Coordinator. This is a **contract position** with the agency. The coordinator will be responsible for providing follow-up and direct assistance to participating BCCP providers for linking identified/enrolled patients to available resources, assisting with navigating individuals through health care systems for screening, diagnosis, and treatment of breast and cervical cancer, and assisting with patient tracking and follow-up to monitor progress with screening efforts, diagnostic testing, and cancer treatment. This position requires the ability to handle multiple projects and deadlines simultaneously. A few of the responsibilities of the position may include:

- Initiating and managing daily correspondence with participating BCCP providers to assure timely patient navigation, quality service delivery, and compliance with program expectations,
- Providing ongoing consultation and support for evidence-based patient navigation practices in health systems,
- Routinely monitoring provider and county-level enrollment and screening data to determine areas in greatest need of improvement,
- Preparing reports on provider and county activity for assigned catchment areas for programmatic, agency, state, and federal reporting,
- Providing virtual or onsite training and technical assistance to healthcare providers and externally located navigators in their catchment areas to improve performance and data quality,
- Supporting the BCCP Program staff to seek or clarify medical information as needed for claims processing or data collection,
- Collaborating with the Outreach Coordinator for planning strategic program promotion and outreach throughout catchment area,
- Identifying and establishing new contractual partnerships in catchment area,
- Other duties as assigned.

An ideal candidate for this position is proficient in Microsoft Office, highly organized, meticulous with details, has exceptional project and time management skills, and has advanced networking and partnership skills. They will have medical/systemic knowledge and the necessary skills to navigate patients through the healthcare system. Some daytime, in-state travel throughout catchment area is expected. This position is anticipated to allow for remote/telecommute option with reporting to base location of Jackson, MS approx. twice per month. Daily activity reporting will be required. The hours of work will not exceed 20 hours per week.

Please email recruitment@msdh.ms.gov with BCCP Patient Coordinator in the subject line to apply.

MSDH is an Equal Opportunity Employer