



Health Navigator (Part-Time)

About Arouet

Arouet is a Phoenix-based nonprofit dedicated to expanding opportunity for women impacted by the justice system. Through comprehensive navigation, workforce development, and supportive services, we help participants build stable futures, strengthen economic mobility, and successfully reintegrate into their communities.

Position Description: Health Navigator (Part-Time)

- **Organization:** Arouet Foundation
- **Location:** Phoenix, AZ (Hybrid, 1-2 days in person and rest is remote)
- **Position Type:** Part-Time (15–20 hours/week, Hourly), non-exempt
- **Reports to:** Health Equity Manager
- **Salary:** \$22 per hour
- Some evening or weekend hours may be required for participant events
- Position contingent upon successful background screening and fingerprint clearance (if applicable)

Position Overview

The **Part-Time Health Navigator** plays a vital role in our Health Navigation and Equity Department, focusing heavily on participant outreach, trust-building, and hands-on case management. Operating in a hybrid capacity—with a strong emphasis on face-to-face, in-person interactions—this role is designed for someone with a background or strong interest in community health who is comfortable discussing various health topics openly and empathetically.

Working alongside participants as a trusted coach and advocate, the Health Navigator helps individuals identify health goals, connect to healthcare services, secure public benefits, and navigate complex systems that support long-term health and well-being.

The Ideal Candidate

The ideal candidate demonstrates compassion, professionalism, cultural humility, and a strong commitment to participant success. They are an organized self-starter who can manage competing priorities while building trusting relationships with individuals navigating complex life circumstances. They communicate effectively, work collaboratively across teams, and approach challenges with curiosity, persistence, and sound judgment.

Key Responsibilities

Participant Outreach & Case Management

- **Build Trusting Relationships:** Engage directly with participants to establish rapport, offer encouragement, and provide continuous health navigation coaching.
- **Conduct Intakes:** Complete comprehensive health intakes for new participants to assess immediate health needs, histories, and personal wellness goals.
- **Develop Participant Action Plans:** Partner with participants to identify individualized health goals and connect them with appropriate services and resources.
- **Follow-Up & Alumni Check-Ins:** Maintain regular contact with current participants to track progress on their health goals, administer health surveys, and proactively reach out to former participants to provide updates and check on their ongoing wellness.

Benefits Advocacy & Navigation

- **Application Support:** Directly assist participants in filling out and submitting applications and required documentation for public benefits, specifically **AHCCCS** and **SNAP**.
- **System Guidance:** Help participants navigate the renewal process and troubleshoot issues within complex state benefit systems.

Resource Coordination & Health Education

- **Clinical Connections:** Bridge the gap between participants and our clinical partners to secure primary care and behavioral health services.
- **Holistic Referrals:** Connect individuals to essential secondary health resources, including dental and vision clinics.
- **Empowerment through Education:** Provide clear health education and resources to help participants confidently manage their health and meet their goals.

Data Management & Documentation

- **Accurate Documentation:** Utilize **Apricot A360** case management software to meticulously document all participant interactions, updates, and goal progression.
- **Grant Reporting Support:** Assist the Health Equity Manager with compiling program data, tracking outcomes, and preparing metrics required for health-related grant reporting.
- **Confidentiality:** Ensure all participant health data and records are kept strictly confidential and organized.

Program Support

- Occasionally assist with facilitating pre-release health workshops within correctional facilities, post-release community workshops, and other organizational events.
- Collaborate with cross-functional staff to ensure participants receive coordinated, holistic support across Arouet's programs and services

Success in This Role

A successful Health Navigator will:

- Build meaningful, trusting relationships with participants.
- Maintain timely, accurate documentation within Apricot A360.
- Support participants in accessing healthcare coverage, medical services, and community resources.
- Collaborate effectively with staff and external partners.
- Demonstrate professionalism, empathy, accountability, and sound judgment in every participant interaction.

Qualifications & Experience

Minimum Qualifications:

- High school diploma or GED required; Associate's or Bachelor's degree in public health, social work, behavioral health, human services, or a related field preferred.
- Prior healthcare experience or knowledge, with a high comfort level discussing diverse health and wellness topics (Community Health Worker experience is highly desirable).
- Strong interpersonal skills, with a proven ability to build deep, authentic connections with diverse populations.
- Comfortable learning and navigating data management systems (experience with **Apricot A360** or similar case management platform preferred).
- Excellent verbal and written communication skills.
- Valid driver's license and reliable transportation with the ability to travel throughout the Phoenix metropolitan area.
- Ability to obtain, or current possession of, a valid Arizona Level One Fingerprint Clearance Card (subject to final organizational background clearance requirements).

Preferred:

- Direct experience working with formerly incarcerated individuals, or justice-involved populations.
- Familiarity with the AHCCCS and SNAP eligibility and application processes.

- Experience providing trauma-informed or participant-centered services.
- Experience working in nonprofit, community health, or human services settings.
- Bilingual in English and Spanish.

Working Conditions

This position operates in a hybrid environment that includes office work, community-based meetings, participant home visits (as appropriate), correctional facilities, and partner locations throughout the Phoenix metropolitan area. Occasional evening or weekend hours may be required to support workshops or organizational events.

Physical Requirements

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

- Ability to sit and work at a computer for extended periods.
- Ability to travel locally throughout the Phoenix metropolitan area.
- Ability to occasionally lift and transport materials weighing up to 20 pounds.

Ability to work in correctional facilities and other community-based settings.

How to Apply

Please submit your resume and a brief cover letter outlining your interest in this part-time role and your relevant community health experience to sguzman@arouetempowers.org. Please include “Health Navigator Application” in the subject line. Applications will be reviewed on a rolling basis until the position is filled.

Equal Opportunity Employer

Arouet is committed to creating a workplace where every employee feels welcomed, respected, and valued. We believe that diverse perspectives strengthen our organization and encourage individuals from all backgrounds and lived experiences to apply.

Arouet is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, pregnancy, sexual orientation, gender identity or expression, national origin, age, disability, veteran status, genetic information, or any other protected status under applicable law.