



### **PATIENT NAVIGATION SPECIALIST Position Description**

- Position Title: Patient Navigation Specialist (Full Time)
- Reports To: Executive Director of BTN
- Responsibilities: Execution of patient navigation model consistent with the BTN Mission
- Facilitate patient intake by phone, email or online through the BTN website
  - Assess ways BTN can assist patients and clinicians who contact the organization; accomplish through high touch, high quality personalized patient navigation
  - Troubleshoot barriers to accessing care such as insurance, financial and travel considerations
  - Work closely with patients and families throughout the full continuum of survivorship
  - Coordinate with 3<sup>rd</sup> party service providers as needed (labs, clinical services, etc.) providing seamless interface for patients/families
  - Coordinate responsibilities with other patient services staff as needed
  - Provide support to patients and caregivers in the local community through participation in the Brain Tumor Support Group of Northeast Florida
  - Ensure that all interactions and records reflect best practices
  - Other responsibilities as assigned by the Executive Director
- Qualifications: The ideal candidate will have:
- Minimum requirement: Bachelor's degree in Social Work (LCSW preferred)
  - Case management experience, preferably in medical setting/context
  - Highly organized; excellent communications skills
- Experience: A minimum of 3 years of experience in social work
- Location: Ponte Vedra Beach, Florida
- Salary: Commensurate with candidate's skills and experience

### **Brain Tumor Network (BTN) Mission Statement**

Brain Tumor Network (BTN), a nonprofit organization launched by The Sontag Foundation in late 2014, is dedicated to providing free personalized treatment-related informational services to oncology professionals and adult patients in the USA who have been diagnosed with a primary brain tumor. BTN will provide patient navigation in the following ways: a) answer questions about diagnosis, b) explain treatment regimens in lay terms, c) assist with locating qualified brain tumor providers – close to home or nationwide, d) facilitate consultations/second opinions including gathering relevant medical records and sharing with physician in advance of that appointment, e) conduct Personalized Clinical Trial Searches for patients and physicians, f) recommend ancillary/supplemental and support services throughout the continuum of care, g) advocate shared decision making h) facilitate patient access to quality care throughout survivorship. For additional information: [www.braintumornetwork.org](http://www.braintumornetwork.org).

**Interested candidates should forward a cover letter and resume with salary history and requirements to Kay Verble, Executive Director at [kverble@braintumornetwork.org](mailto:kverble@braintumornetwork.org)**