



Sangamon County Department of Public Health

Position	Registered Nurse Navigator Illinois Breast & Cervical Cancer Program
Work Hours	8:00 a.m. – 4:30 p.m. Monday - Friday
Benefits and Perks	
Salary range:	\$56,576.85 annually / \$29.01 hourly
Time off:	2 weeks paid vacation 12 paid sick leave days 3 paid personal days 13 paid holidays per year
Insurance:	Health Insurance Dental Insurance Life Insurance
Other benefits:	Mileage reimbursement Death Benefits Retirement
To Apply	Submit application ¹ and supporting documents through one of the following methods:
1) Email	healthhr@co.sangamon.il.us
2) Fax	217-535-3104
3) Mail	Gail O'Neill Director of Public Health Sangamon Co. Dept. of Public Health 2833 S. Grand Avenue, East Springfield, IL 62703
Deadline to Apply:	Until filled

¹[Sangamon County Department of Public Health Job Application](#)

Statement from Sangamon County Department of Public Health:

We value diversity and inclusion at Sangamon County Department of Public Health. We strive to reflect this value in our work culture and our passion to the employees and community of Sangamon County.

We are proud to be an Equal Opportunity Employer. We do not discriminate on the basis of age, race, gender, sexual orientation, religion, disability, national origin, or any other part of someone's identity. If you have a special need or disability requiring accommodation, notify us using one of the contact methods above.

The Sangamon County Department of Public Health (SCDPH) is seeking applicants to perform duties primarily in the Illinois Breast & Cervical Cancer Program (IBCCP). These duties include:

- Assist clients with scheduling and follow-up procedures within IBCCP from multiple counties.
- Attend meetings, workshops, and seminars related to IBCCP for professional growth and continuing education
- Ensure multiple services meet IBCCP guidelines and procedures as directed by the IBCCP program
- Maintain high quality control standards including the review of client charts and abnormal files
- Manage and organize patient-related records ensuring compliance with the Health Insurance Portability and Accountability Act
- Offer outreach and promote awareness of IBCCP amongst community members and other interested stakeholders
- Provide mammogram referrals, cervical cancer screening referrals, education, consultation, referrals, and other resources to women and families dealing with breast and cervical cancer.
- Provides assistance to Sangamon County Department of Public Health's immunization clinics

The work assigned to this position may not include all possible tasks in this description and does not limit the assignment of any additional tasks for this position.

Required Qualifications:

- A valid Class D Illinois Driver's License
- Applicants must be a resident of Sangamon County or be willing to move into the County within 6 months of employment.
- Ability to use personal automobile with proof of current insurance
- In the event of public health emergencies, this position may be required to work evenings and/or weekend clinics as assigned.
- Valid State of Illinois Nursing License

Desirable Qualifications:

- Effective interpersonal skills
- Experience working in a public health setting
- Strong advocate for patients and families
- Strong written and oral capabilities