

I Am Well Foundation Position Announcement

Job Description: I Am Well Darke County Whole Person Care Coordination Navigator

PT: 20-25 Hours Per Week

Contract Flat Rate: \$30,000

Benefits:

- Flexible schedule based on participant needs
- Hybrid – On-Site/Work From Home/Community Outreach
- Access to I Am Well Darke County Provider Partner services

Position Overview: I Am Well Darke County is program of I Am Well Foundation that promotes Whole Person Centered Optimal Health and Wellbeing by providing connection to trusted resources, health education and assessment, hands-on care coordination, and accessible and affordable therapeutic and preventative services through Provider Partner relationships. I Am Well Darke County serves as a community-based model for ensuring access to high quality, affordable, whole person centered care. I Am Well Darke County is seeking a dedicated professional based in or near Darke County, OH to join the team. The Whole Person Care Coordination Navigator is a part-time contract position that provides system navigation and care coordination to high-risk individuals in Darke County, while providing leadership and oversight to I Am Well Darke County programming as a whole. In addition to hands-on care coordination, this position provides training and oversight for Volunteer Care Coordinators to ensure broad coverage and accessibility, represents I Am Well Darke County through outreach and relationship-building efforts, and provides coordination and support for I Am Well Darke County Provider Partners. This position is funded through the Darke County Opioid Settlement funds with a key goal to prevent opioid use and promote recovery by ensuring basic needs are met. This contract is for 1 year, with the goal of securing funding for long-term services. Please note, this is a hybrid role. While the position is primarily remote, a commutable distance to I Am Well Foundation's headquarters is needed for on-site meetings with team members, participants, trainings and other operational needs, as well as to outreach events in and around Darke County. To apply, please email cover letter describing your interest and alignment with the position and resume to info@iamwellfoundation.org by August 12, 2026.

Qualifications

- Demonstrable commitment to the mission, vision, core beliefs, guiding principles, and values of I Am Well Foundation and I Am Well Darke County
- 2-4 years demonstrable success providing care coordination and system navigation services
- 2-4 years demonstrable success providing assessments and identifying needs, barriers and opportunities commonly overlooked by other services, as well as developing solutions
- 2-4 years of demonstrable success recruiting, leading and training volunteers and partners
- 2-4 years of demonstrable success working with vulnerable populations
- 2-4 years of demonstrable success in helping to secure and manage grants and contracts

- Demonstrable ability to work with and serve people of all backgrounds, including but not limited to, people with substance use disorders, people with a mental health condition, aging adults, people with disabilities, people living in poverty or experiencing homelessness, people engaged or previously engaged with the criminal justice system, people of all races and ethnicities, people of varying religious and political beliefs, LGBTQ+ people, veterans, and others
- Background or degree in social work, counseling, healthcare, or other helping fields preferred; Independent licensed social workers, counselors, nurses or other contractors credentialed or certified in the helping workforce welcome
- Demonstrable ability to maintain confidentiality
- Valid Driver's License, Insurance, Phone and Computer (secure)

Skills

- Excellent written, oral, phone, and email communication skills, including the ability to effectively engage with organization leaders, funders, policy-makers, and vulnerable populations
- Excellent organizational, time management and recordkeeping skills
- Proficiency in basic computer software, including email, Gmail, Word, Excel, and Google Suite tools
- Strong client support skills, including check in, follow up emails, and client advocacy
- Strong ability to problem-solve and develop innovative solutions
- Ability to work independently with strong judgement and ethical considerations, as well as within a team setting focused on a shared mission and purpose

Responsibilities

- Attend 1 meeting per month with I Am Well Foundation President to report on progress and identify programming or organizational needs
- Answer and respond to calls, text and emails within 48 hours during the standard business week, excluding common holidays; Maintain participant records securely and in line with HIPAA standards; Provide (1) general information/project update email per week to I Am Well Foundation President, Volunteer Coordinators and Provider Partners
- Promote use of the Whole Person Self-Assessment automated planning resulting in 100 participants; Identify 1-3 high impact coalitions or partnerships and attend at least (1) per quarter to represent I Am Well Darke County and build care coordination relationships
- Provide trauma-informed, client-centered, hands-on care coordination and system navigation in line with the standards of the profession to 25 high risk individuals living in Darke County, including assessment, service and appointment coordination, action planning, check-in, follow-up, and transportation (limited) as needed.
- Provide (1) Volunteer Care Coordinator Training
- Recruit 4-5 Volunteer Care Coordinators who will provide Care Coordination to 1 person at a time as appropriate, and provide (1) oversight meeting per month to ensure service quality and support for Care Coordinators

- Support coordination efforts for I Am Well Darke County Provider Partners to complete (4) community/workplace engagement services per year; and 1 Celebrate You Saturday per month
- Assist I Am Well Darke County in completing 1 grant to expand/continue to the program and completing 1-3 grants supporting Community/Workplace services

Reports to: I Am Well Foundation Board President