



Position Opening: COVID-19 Outreach Specialist

Job Title: COVID-19 Outreach Specialist
Supervisor: Health Program Manager
Status: Full Time (35 hours per week), Temporary Hire (3 Months)
Salary: \$15.00/hour

MISSION

Driven by the value of welcoming the stranger, HIAS Pennsylvania provides legal and supportive services to immigrants, refugees and asylum seekers from all backgrounds in order to assure their fair treatment and full integration into American society. HIAS Pennsylvania advocates for just and inclusive public policies and practices.

General Description: The COVID-19 Outreach Specialist will develop and coordinate HIAS Pennsylvania’s engagement and outreach for COVID-19 with clients and community partners, primarily focusing on equitable vaccine access and community education. This position is contingent on funding.

Summary of Core Responsibilities:

- Conduct client outreach related to COVID-19 vaccines for eligible populations.
- In coordination with Health Program Manager, lead agency planning for client outreach related to COVID-19 vaccines for eligible populations. Provide support and guidance to case managers and other staff reaching out to clients about COVID-19 vaccination and related topics.
- Assist the Health Program Manager in building agency capacity with community and clinic partners across the Southeast Pennsylvania region for COVID-19 vaccine access for eligible populations.
- In partnership with the Program Manager, communicate with local and regional partners to build capacity for COVID-19 vaccine access. Attend any local and regional trainings, convening, and/or working groups related to immigrant and refugee vaccine access.
- Assist the Health Program Manager in developing training sessions and training materials related to the COVID-19 vaccine, client outreach, and client questions and concerns. Create useful COVID-19 vaccine materials in appropriate languages, including videos and infographics.
- Research, track, and disseminate information about local and regional vaccine clinics, eligibility requirements, language access, and other vaccine related health policy developments
- Other tasks as assigned.

Additional Organizational Requirements:

- Use in-person and telephonic interpretation whenever needed to communicate effectively with clients.

- Actively participate in supervision, weekly meetings and other department, agency, community and provider meetings, as needed.
- Ensure that the program is run in compliance with all federal, program, and agency guidelines.

Schedule:

35 hours per week, flexible, evenings and weekends likely.

Qualifications:

- College degree preferred. Social work experience or education preferred.
- Experience working with vulnerable populations required. Experience working with vulnerable immigrant populations strongly preferred.
- Case management or similar experience required.
- Fluency in relevant languages strongly preferred. Most needed languages are Swahili, Arabic, French, Tigrinya or Dari.
- Highly organized and strong time management skills.
- Ability to exercise sound judgments in decision making process.
- Ability to identify challenges and provide recommendations for solutions.
- Compassionate and able to work with a diverse caseload and staff.

Benefits: This position offers participation in our 403(b) retirement account.

HIAS PA is working remotely for the foreseeable future but under normal circumstances HIAS Pennsylvania is a fast-paced environment. There is considerable traffic in the office and the work environment has a moderate amount of noise. The office functions as a team and staff members are asked to work both independently and collaboratively.

HIAS Pennsylvania is an equal opportunity employer and does not discriminate against applicants or employees on the basis of race, color, religion, gender, sexual orientation or identity, national origin, age, disability, political affiliation or belief, or veteran status. It is our policy to provide reasonable accommodation to qualified individuals with disabilities.

Qualified applicants who represent minority and marginalized groups are strongly encouraged to apply.

Compliance Statement: In the performance of their functions as detailed in the position description employees have an obligation to avoid ethical, legal, financial and other conflicts of interest to ensure that their actions and outside activities do not conflict with their primary employment responsibilities at the agency. Employees are also expected to understand and be in compliance with applicable laws and agency policies.

Please send a cover letter and resume in **pdf format** to Yvonne Leung the Executive Assistant at yleung@hiaspa.org. No Phone Calls Please.