



## **JOB DESCRIPTION**

**Job Title:** Health Case Manager

**Start Date:** June 2022

**Department:** Social Services—Immigrant Wellness Program

**Supervisor:** Immigrant Wellness Health Coordinator

**Position Type:** Full-time (12-month contract)

**Salary:** \$37,000-\$44,000

**Application Deadline:** Accepted on a rolling basis

## **Organizational Mission**

Based on the tradition of “welcoming the stranger,” HIAS (Hebrew Immigrant Aid Society) Pennsylvania provides legal, resettlement, citizenship and supportive services to immigrants and refugees from all backgrounds in order to assure their fair treatment and full integration into American society. HIAS PA advocates for just and inclusive public policies and practices.

## **General Position Description:**

The Immigrant Wellness Health Case Aide will be responsible for supporting the health care coordination for refugee clients enrolled in eligible HIAS Pennsylvania programs. The Immigrant Wellness Health Case Aide will ensure appropriate medical services for refugee clients in compliance with PRM- and ORR-funded program requirements.

## **Responsibilities**

### **Direct Client Services**

- Ensure appropriate medical care for refugee clients under Reception and Placement (R&P) program Cooperative Agreement with PRM, including scheduling initial medical screenings, follow up appointments, referrals, insurance enrollment, and all relevant documentation.
- Coordinate and provide medical appointment accompaniment for newly arrived refugee clients. Respond to medical emergencies as needed, including after-hours emergency room or hospital visits for newly arrived refugee clients.
- Coordinate and provide Health Orientations for newly arrived refugees on topics including the U.S. healthcare system, health insurance, pharmacies and other health related topics.



- Assist clients in establishing care at primary care offices located in their neighborhoods.
- Use in-person and telephonic interpretation whenever needed to communicate effectively with clients.
- Ability and willingness to use public transit and travel throughout the city for health appointment accompaniment, clinic visits, etc.
- This position requires the ability to work evening and weekend hours using a flex-time policy.

#### **Grant Management/ Reporting**

- Manage all documentation on PA E Share grant in collaboration with the Immigrant Wellness Health Coordinator and Health Case Manager.

#### **Qualifications:**

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

**Benefits:** Employment package includes comprehensive health care insurance coverage, 403(b) employer contribution retirement account, and very generous paid holiday leave and vacation provisions.

This is an exempt position; salary is commensurate with experience and applicants who represent minority and marginalized groups are strongly encouraged to apply.

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.



**Statement of Non-Discrimination:** *HIAS Pennsylvania is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, sexual orientation or gender identity, national origin, age, disability, marital status, veteran status, political affiliation or belief, or any other characteristic or classification protected by federal, state, or local law or regulation.*

**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.

To apply please send a cover letter and resume in **pdf format** to [humanresources@hiaspa.org](mailto:humanresources@hiaspa.org). Please make the title of the position that you are applying for the subject of your email. No phone calls, please.