



JOB POSTING: Immigrant Wellness Health Coordinator

Job Title: Immigrant Wellness Health Coordinator

Start Date: July/ August 2022

Department: Social Services- Immigrant Wellness

Supervisor: Immigrant Wellness Program Manager

Position Type: Full-time, 35 hours per week

Salary: \$45,000-\$51,000 (commensurate with experience)

Applications will be accepted and reviewed on a rolling basis until the position is filled. Interested applicants are invited to send a cover letter and resume to humanresources@hiaspa.org with the title of the position as the subject of the email. No phone calls, please.

Mission

HIAS Pennsylvania supports low-income immigrants of all backgrounds as they build new lives in our community. Through immigration legal services and an array of social services, we work to address their needs, defend their rights, and advocate for their equitable inclusion in American society.

Summary of Position:

The Immigrant Wellness Health Coordinator will be responsible for managing all of the health care coordination and health advocacy for clients enrolled in eligible HIAS Pennsylvania programs. The Immigrant Wellness Health Coordinator will ensure appropriate medical services for refugee and asylee clients in compliance with PRM- and ORR-funded program requirements.

Responsibilities

Training and Supervision

- Supervise the Refugee Health Case Manager and Refugee Health Case Manager (12-month contract).
- Train and supervise Immigrant Wellness Program interns and fellows.
- Train and supervise team of volunteers and interns to provide direct medical case management and appointment accompaniment to HIAS PA clients, and to engage in health access capacity building.
- Provide training and support to staff across teams working with clients on health needs, including case managers on the R&P team and Asylee Outreach Project.



Partnerships

- Maintain partnerships with existing health and community providers to better serve our populations. Develop new relationships with health and community providers to better serve our populations.
- Provide biweekly “health office hours” consultations open to all HIAS PA social services staff.
- Represent HIAS Pennsylvania on the Philadelphia Refugee Health Collaborative.

Grant Management/ Reporting

- Manage all reporting on PA E Share grant in collaboration with the Refugee Health Case Manager. Perform other grant compliance and reporting as needed.
- Report on refugee health conditions to the Philadelphia Department of Health as needed.

Direct Client Services

- Provide direct client services and support to Refugee Health Case Manager on an as-needed basis.
- Use in-person and telephonic interpretation whenever needed to communicate effectively with clients.

Other Organizational Requirements

- Represent the agency to other stakeholders, service providers, and the general public;
- Actively participate in supervision, weekly team meetings and other departments, agency, community and provider meetings, as needed and appropriate;
- Other related duties as assigned by the Immigrant Wellness Program Manager.

Qualifications:

- College degree required. 3+ years of public health or social work experience and/or education preferred.
- Previous supervisory experience 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, Dari, Pashto, Burmese, 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.
- 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.



How to Apply:

Please send a cover letter and resume in **PDF format** to humanresources@hiaspa.org and make the title of the position the subject of your email. **No phone call, please.**

Benefits:

This is an exempt position. The employment package includes 403(b) with employer contribution, very generous paid vacation and PTO, employer-paid health insurance, and more. Diverse candidates are encouraged to apply.

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.

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.