



## **Job Description**

**(October 2020)**

**Title:** Health Promotion Coordinator  
**Supervisor:** Director of Refugee Resettlement Services  
**FSLA Status:** Non-Exempt  
**Job Status:** Full Time  
**Supervises:** N/A

**Summary:** The Health Promotion Coordinator is responsible for implementing the RSS COVID-19 Supplemental Grant to provide support to refugee clients impacted by COVID-19. This entails providing medical case management for refugees, implementing health literacy education, organizing and leading non-clinical interventions for clients, coordinating with the public health department as needed, and working with local health care providers to provide materials on the unique health concerns facing refugees. The Health Promotion Coordinator works with case managers and other office staff to implement health programs that support refugees impacted by COVID-19.

Possesses a strong commitment to the mission of Catholic Charities including the understanding of Catholic Social Teaching and ability to demonstrate the philosophy and values of the agency. The identity of the agency is clearly Catholic. As such, Catholic Charities' staff adheres to the social and moral teachings of the Catholic Church.

The Health Promotion Coordinator position is currently a one-year grant funded position.

### **Essential Duties and Responsibilities:**

- Provide medical case management for clients impacted by COVID-19 that have long term health care needs or chronic or incurable conditions
- Provide health literacy education focusing on COVID-19 prevention and treatment
- Work with health care providers to meet clients' medical needs
- Develop and conduct non-clinical interventions such as support groups
- Supervise volunteer medical and nursing students working with the clients
- Coordinate with case managers to ensure that clients received needed services

- Coordinate COVID-19 prevention and response activities with the public health department, as needed
- Represent refugee and immigration services at inter-agency committees and groups related to refugee and immigrant health
- Perform other duties as assigned

**Skills:**

- Understanding and practice of medical ethics
- Basic health literacy, including medical terminology and vocabulary
- Ability to advocate for clients in stressful situations
- Public speaking ability
- Flexibility in responding to issues
- Responsible with ability to work independently
- Well organized and detail oriented
- Manage multiple tasks at once
- Able to make sound, quick decisions and respond to situations throughout the day
- Work well with other team members, especially case managers, in identifying problems and scheduling appointments with appropriate resources
- The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Supervisory Responsibilities:**

This position has no supervisory responsibilities

**Qualifications:**

**Education and/or Experience**

Bachelor's degree required in a health or human services field (Examples: public health, health science, nursing, social work, human development), with at least two years of direct service experience preferred.

**Computer Skills**

Demonstrates proficient computer skills and familiarity with commonly used programs. Ability to learn and effectively use various data collection and database management systems to record data as required. Demonstrates familiarity and proficiency with Internet tools and techniques for searching, extracting, and processing information.

**Workplace Ethics**

Treats people with dignity and respect. Inspires the trust of others. Works ethically and with integrity. Maintains and safeguards confidential information. Possesses a strong commitment to the mission of

Catholic Charities including the understanding of Catholic Social Teaching and ability to demonstrate the philosophy and values of the agency. The identity of the agency is clearly Catholic. As such, Catholic Charities' staff adheres to the social and moral teachings of the Catholic Church.

### **Communication Skills**

Exhibits good interpersonal communications skills including the ability to establish and set strong personal boundaries. Keeps others adequately informed and exhibits good team building abilities. Expresses ideas and thoughts clearly. Exhibits good listening and comprehension skills; seeks clarification when needed and selects and uses appropriate communication methods. Ability to communicate and interact with a wide variety of people having diverse social concerns and problems. Ability to communicate the mission and services of Catholic Charities both within the agency and community.

### **Language Skills**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write required documentation requiring minimal revisions by others. Ability to effectively present information and respond to questions from employees, managers, clients, and the public. Ability to respond professionally to common inquiries or complaints from customers, regulatory agencies, or members of the business community.

### **Mathematical Skills**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

### **Reasoning Ability**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

### **Certificates, Licenses, Registrations**

Licensed to operate a motor vehicle and ability to meet agency auto insurance coverage requirements. Local travel required.

### **Other Qualifications**

Ability to successfully pass a child abuse registry check and criminal background check, and requires completion of the Protecting God's Children VIRTUS training session.

The work of Catholic Charities serves as an expression of the ministry of evangelization of the Roman Catholic Church by serving the poor and most vulnerable in our society. Although staff are not to proselytize, they are, however, expected to be guided in every way by the teachings of the Catholic faith in their daily work. These include church teachings on abortion, sterilization, abstinence, and the sanctity of the family as well as fidelity to the Catholic ethical religious directive of the United States Conference of Catholic Bishops. In addition, all staff are invited to attend periodic Catholic Masses. As

employees of Catholic Charities, it is further expected that staff will adhere to the Diocesan code of conduct. Employees are expected to not only perform duties consistent with the Doctrines of the Catholic faith, but outside of the workplace they are expected to refrain from publishing any communication in any form, electronic or otherwise, that affiliates them with Catholic Charities in a manner that is inconsistent with the doctrine of the Roman Catholic faith.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

### **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.