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**Nationalities Service Center – Job Announcement**

Health Access Coordinator

**Position Overview**

The Health Access Coordinator will be responsible for supervision of all health access services provided by the Health and Wellness department. The Coordinator will serve as the program lead for the Philadelphia International Women’s Project, serving women impacted by Female Genital Cutting. Other responsibilities will include leadership, direction and evaluation of all health access programs, refugee health services, refugee health surveillance projects and related programming. The Health Access Coordinator will supervise peer specialists, stipend staff, interns and others to ensure timely access to quality care for newcomer populations. The Health Coordinator will also serve as the Coordinator of the Philadelphia Refugee Health Collaborative.

The Health Coordinator position has internal contacts with the entire administrative staff and external contact with clients, visitors, representatives of social services agencies and medical providers, and the community. This position has access to sensitive NSC and client information and is expected to handle such information with integrity and professionalism. This position is expected to represent NSC in a professional manner.

The Health Coordinator will report directly to the Director of Health and Wellness and participate in department activities as necessary.

**Essential Functions**

1. Leadership of the Philadelphia International Women’s Project including:
	* Guiding the vision and implementation of the project including project partners
	* Conduct stakeholder outreach, training and related activities according to project plan
	* Reporting and evaluation to ensure program meets community needs and funder expectations
	* Supervision of NSC’s peer specialists in conducting program outreach, referrals and related activities
2. Supervision of all NSC health access activities including:
	* The Health Access program including nursing screening, health fairs, health insurance outreach and enrollment and related services.
	* Refugee Health Access including the Philadelphia Refugee Health Collaborative clinics, initial screening and specialist visits and related services.
	* Refugee Health Surveillance including PA Refugee Health Surveillance projects and CDC funded projects.
3. Supervision of health stipend staff, interns and others providing day to day care coordination for NSC clients.
4. Serve as the coordinator for the Philadelphia Refugee Health Collaborative including coordinating meetings and working groups, providing updates via the newsletter and website and related activities.
5. Conduct all activities within the funders’ and NSC’s guidelines.
6. Actively participate in meetings and other department, agency, community and provider meetings as needed.
7. Maintain and keep current client case files and track other case related documentation.
8. Outreach and awareness-raising through participation in outside events and distribution of materials, as needed.

**Additional Duties**

1. Attend relevant workshops or join professional groups as necessary to maintain professional knowledge and licensure.
2. Adheres to NSC’s security guidelines and ensures the appropriate handling of sensitive information.
3. Facilitates and attends relevant staff meetings to promote communication and execution of goals.
4. Completes special projects specific to the function of the department or as needed for the department as directed by Supervisor.
5. Other duties as assigned within the scope of position expectations.

**Knowledge, Skills, and Abilities**

* Basic understanding of NSC’s mission, vision, values, programs and services, and business plan.
* Knowledge of legal and political issues, and community resources and benefits that impact and/or benefit the targeted client needs.
* Ability to effectively use standard office equipment.
* Possesses strong interpersonal skills as demonstrated by compassionate, courteous, cordial, cooperative, and professional interaction with diverse groups of co-workers, external business partners, and the community.
* Ability to operate a computer and use a variety of common software programs including Microsoft Office, spreadsheets, and customized databases.
* Adheres to all NSC and departmental policies and procedures.
* Attends all NSC in-services as required.
* Strong written and verbal communication skills and effectively communicate with individuals and groups.
* Knowledge of basic client management procedures for determining eligibility, assessing needs, identifying resources, making referrals, following up, and documenting client interactions and proactively supporting client’s pursuit of goals.
* Ability to effectively interview and engage a client in appropriate programming.
* Ability to effectively conduct one on one advocacy and/or educational presentations.
* Ability to work in a team structure – demonstrating ability to collaborate and contribute to the team’s work.

**Experience, Education, and Licensure**

**Minimum Experience**: 3+ years’ experience working in refugee health or a related field.

**Minimum Education:** BA/BS degree from an accredited college or university in a related field of study. MPH strongly preferred.

**Licensure:** Valid drivers’ license with access to reliable transportation or eligible for shared auto program.

**How to Apply**

Application deadline is **June 30, 2017**. Please email detailed letter of interest and résumé to jobs@nscphila.org. Please no phone calls.

NSC does not discriminate in employment because of age, sex, race, religion, national origin, and sexual orientation or for any reason not relevant to the qualifications of the position.