

https://newamericanpathways.org/?post_type=jobs&p=10662

Vaccine Outreach Coordinator

Description

Under the direction of the Ongoing Services Manager, the Vaccine Outreach Coordinator is responsible for coordinating and implementing New American Pathways' COVID-19 vaccine outreach and services to refugee and immigrant communities to increase vaccine awareness and access among marginalized communities. The Vaccine Outreach Coordinator liaises with clients, colleagues, and partners for vaccine access and information. The coordinator will coordinate multilingual educational campaigns to provide culturally competent vaccine information through outreach events and workshops, social media, creation and dissemination of multilingual public service announcements, and direct one-on-one conversations with families. The coordinator will recruit and train Community Health Promoters from refugee communities to conduct outreach events, and will provide direct client services in addressing barriers to access such as transportation, interpretation, child care, and scheduling availability. The coordinator maintains federal grant compliance and submits monthly reports of programmatic services and outcomes. The position will involve regular in-person work in the field. The Vaccine Outreach Coordinator should be available to work both remotely and in the New AP office, following New AP policy regarding office re-opening.

Responsibilities

External outreach:

- Provides direct client services around COVID-19 vaccine access through one-on-one conversations, scheduling appointments, providing transportation, ensuring access to interpretation, and addressing barriers to access
- Organizes outreach events and workshops to provide culturally- and linguistically- appropriate vaccine information and discussion for refugee and immigrant populations
- Serves as primary point of contact for community partners including medical providers, ethnic community organizations, refugee service providers, and faith communities
- Collaborates with coalition partners, and establishes new partnerships, to ensure coordinated outreach to refugee and immigrant communities, ensuring nonduplication of programming and prioritizing access for multiply marginalized groups including disabled, elderly, LGBTQI+, and/or low-income refugees and immigrants

Community Health Promoters:

- Recruits 20 refugee community leaders to serve as Community Health Promoters
- Designs and delivers Vaccine Awareness training for Community Health Promoters

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Employment Type

Full Time

Beginning of employment

July 15 2021

Duration of employment

9 months

Working Hours

40 hours a week

- Provides mentorship and technical assistance for Community Health Promoters in implementing outreach events, support peer support among Community Health Promoters through cohort model

Digital outreach:

- Coordinates production of two public service announcement videos on vaccine awareness and translation into multiple languages
- Promotes and disseminates PSA videos through social media
- Collaborates with New AP Communications team to promote PSAs and post multilingual text/graphics on social media at least two times per month

Internal outreach:

- Mobilizes various New AP departments to integrate vaccine information and outreach across existing service provision
- Disseminates vaccine opportunities and information among New AP staff and volunteers
- Coordinates volunteers and interpreters to operate COVID-19 vaccine hotline
- Develops a library of multilingual educational resources around COVID-19 and vaccines

Federal grant compliance:

- Collects and maintains data of all services completed for monthly reporting, tracks and monitors progress towards quarterly and annual service targets
- Collects data on outcomes for monitoring and evaluation of program activities

Additional responsibilities:

- Collaborates with case managers, employment team, AmeriCorps service members, volunteers, contract interpreters, and other staff for service provision
- Supports other activities in R & RN Department, including services for new arrivals, ongoing services, and transportation of clients
- Follows New AP, PRM, and CDC guidance for safe(r) provision of in-person services and in limited in-office work hours, remains up-to-date on latest recommendations
- Attends meetings and training/planning groups as assigned
- Works occasional evenings and weekends as required
- Other duties as assigned

Qualifications

Required:

- A personal passion to assist refugees and immigrants and to address health disparities

- Ability to balance multiple priorities and execute projects without close supervision
- Ability to build relationships of trust with diverse communities
- Ability to recognize and be sensitive to cultural, ethnic and religious issues
- Highly organized and detail-oriented
- Flexibility and ability to problem solve
- Excellent public speaking and cross-cultural communication skills
- Strong interpersonal, collaboration, and teamwork skills
- Ability to effectively work remotely and utilize technology platforms including Zoom, Microsoft Teams, and Salesforce
- Scheduling flexibility required as occasional evening/weekend hours are needed
- Driver's license, good driving record, and access to reliable personal vehicle required. This position involves occasional use of agency and personal vehicles to transport clients.

Desired:

- Experience or education in health messaging/public health
- Cultural familiarity and/or work experience with refugee communities
- Bilingual in refugee language(s)
- Experience in media / outreach campaigns
- Experience working under a federal grant, data management experience

Job Benefits

This is a full-time, temporary position with a salary range between \$16.00 – \$17.75 per hour, plus full benefits, from July 15, 2021 – April 29, 2022.

The benefits package includes generous PTO, 401(k), medical, life, and disability