



Position: Immigrant and Refugee CHW Program Coordinator

www.orchwa.org

ABOUT ORCHWA

The Oregon Community Health Workers Association (ORCHWA) is Oregon's statewide association for Community Health Workers (CHWs). Founded in 2011, our mission is to work as a unified voice to empower and advocate for CHWs and our communities. We envision a world where CHWs are recognized as members of a profession, working together for community health, social justice, and equity.

Job Description:

The ORCHWA Immigrant and Refugee Program Coordinator will work at the direction of the Program Director. The Coordinator will be responsible for supporting and coordinating culturally-specific immigrant and refugee CHWs programs to support child and maternal health by providing health education, outreach, screening and referral to appropriate services. This program is funded by the Multnomah County Public Health Maternal Child Family Health Services Department.

Hours & Salary:

This is a 1.0 FTE position with a salary of \$42,000/yr. Medical, dental, and Trimet benefits are included.

Qualifications/Prior Experience: We are looking for candidates who have experience as CHWs and/or CHW supervisors. Bilingual/Bicultural candidates are encouraged to apply.

The following skills are essential to success in this position:

- Substantial experience living and/or working in one or more immigrant and refugee communities;
- Knowledge of programs and services for immigrant and refugee communities;
- Well-developed relationships in immigrant and refugee communities and with immigrant and refugee organizations;
- Strong existing relationships with and practical knowledge about CHWs and CHW programs;
- Experience developing and maintaining steering committees;
- Familiarity with best practices in CHW practice, and an understanding of the need to balance evidence-based practice with practice-based evidence;
- Practical knowledge and experience with methods and techniques of program design, implementation, and monitoring;

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- Ability to use popular education to share information, build leadership, create consensus, empower participants, and facilitate broad participation;
- Flexibility and the ability to adapt to others' schedules, priorities, and ways of communicating;
- Ability to effectively plan and facilitate ad hoc and formal meetings, including preparation of agendas and coordination of speakers and participants;
- Ability to effectively manage many competing priorities and organizational and personal agendas;
- Strong conflict resolution skills;
- Ability to keep records and report on progress;
- Ability to organize and motivate teams;
- Ability to work effectively across cultures (including professional and organizational cultures);
- Ability to communicate clearly and concisely, both orally and in writing, and to make effective public presentations (strong ASL communication skills can substitute for "oral" skills);
- Ability to effectively develop and administer programs through contracts, grants, and/or cooperative agreements, managing outside vendors, agencies, etc. as needed;
- Ability to effectively analyze program goals and objectives to determine compliance or non-compliance and take appropriate action, identify program deficiencies or problems, and develop corrective action strategies to achieve goals;
- Basic proficiency in Microsoft Office Professional, use of visual mapping tools, distance technology applications and other common support technology;
- Experience with supervision, quality improvement, grant-writing and evaluation are also highly desired but not required.

Job Duties:

- Work in collaboration with the Warriors of Wellness Program Manager to build and expand on this model through which health systems can partner with community based CHW programs to improve health equity and eliminate health inequities;
- Create a steering committee with all stakeholders to:
 - Develop a vision and a work plan for the planning period.
 - Guide program, share resources and develop best practices.
 - Identify and select critical issues, particularly those outlined in the project proposal.
- Maintain relationships and trust with all steering committee members via one-on-one meetings, regular email and phone communication, and regular steering committee meetings;
- Oversee the implementation of the Immigrant and Refugee Program, including:
 - Supporting each CBO to implement activities.
 - Conduct appropriate documentation.
 - Fill requirements of MOU.
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- Prepare and disseminate reports to the Multnomah County Health Department and all interested stakeholders;
 - Become well-versed in all reporting requirements.
 - Collect data necessary to prepare reports.
 - Prepare and submit program and financial reports to funder and other stakeholders as needed and requested.
- Attend ORCHWA Board Meetings and participate in any major ORCHWA events and activities;
- Other related duties as assigned.

ORCHWA believes that diversity strengthens our workforce and empowers our community. We encourage people of all cultural backgrounds and ages to apply.

To apply: Please send a resume & cover letter to celia@orchwa.org with the title subject "Your Name Immigrant and Refugee CHW Program Coordinator". The position is open until filled.

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