



IMMIGRANT AND REFUGEE COMMUNITY ORGANIZATION (IRCO) JOB OPENING ANNOUNCEMENT

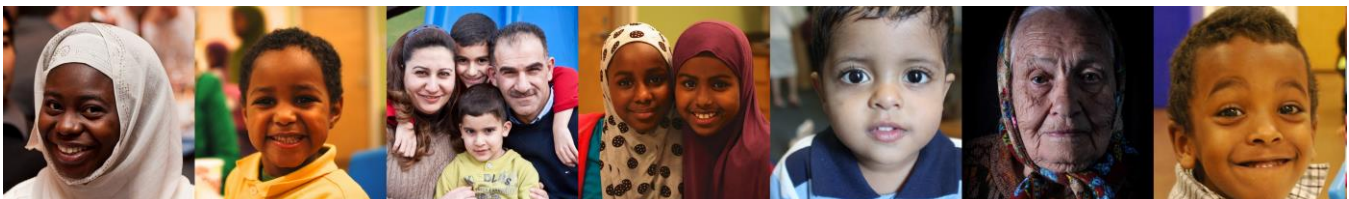
<u>POSITION:</u>	Program Coordinator
<u>WAGE:</u>	\$36,000 per year with Benefits
<u>LOCATION:</u>	IRCO/Africa House - 631 NE 102nd Ave. Portland, OR. 97220
<u>APPLY AT:</u>	www.irco.org
<u>STATUS:</u>	Full-Time/Regular
<u>SCHEDULE:</u>	8:30am – 5:00pm., Some Weekends and Evenings – Flexible Hours
<u>PROGRAM(S):</u>	African Community Health Worker Project - Community Development Dept
<u>OPENING DATE:</u>	February 12, 2016
<u>CLOSING DATE:</u>	February 26, 2016
<u>LANGUAGES:</u>	Bilingual- English, and fluency in at least one African language (i.e. French, Somali or Swahili)
<u>DRIVING:</u>	Required - Valid Driver's License, Auto Ins., and have full use during work hours

GENERAL POSITION SUMMARY:

The Program Coordinator for the Community Healthcare Worker (CHW) will provide general supervision to the African Community Health Worker project planning and implementation. The Program Coordinator will also provide support for the African Community Health Workers Steering Committee. This individual will coordinate and review the existing CHW training curriculum to make it culturally appropriate for the African communities and add supplementary pieces for relevance in Oregon. The Program Coordinator will also identify co-trainers/facilitators to conduct trainings. Additionally, the Program Coordinator will identify African immigrant and refugee community members to participate in the 2016 CHW trainees' cohort. The individual will also coordinate strategies for the sustainability of this project. The Program Coordinator will support providers and participants through an integrated approach to care management and community outreach.

ESSENTIAL FUNCTIONS:

- Provide general supervision to the project planning and implementation and also support for the African Community Health Workers Steering Committee.
- Responsible for establishing trusting relationships with African community members, ethnic community based organizations; clients and their families while providing general support and encouragement.
- Providing ongoing follow-up, basic motivational interviewing and goal setting for the project.
- Conduct intake interviews with community members including enrolling and/or referring cohort into the programs.
- Promote cultural mediation between communities and the health care system.
- Be responsible for providing consistent communication to the department manager and Program manager to evaluate project goals and outcome, ensuring that provided information,



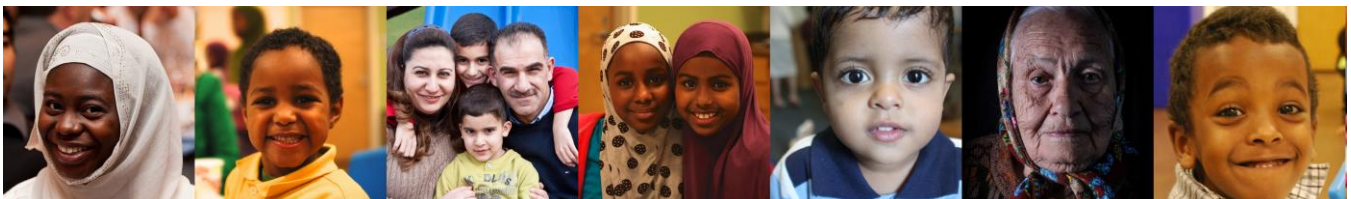
and reports clearly describe progress.

QUALIFICATIONS:

- Bachelor's Degree required, preferred Master's degree or equivalent in Health education/teaching, social services, counseling or related field.
- Identification with and trusted member of African a refugee or immigrant community in Portland metropolitan area and bilingual in English and other African Languages.
- Experience organizing on-going education and support groups in the community.
- Successful completion of a Community Health Worker formal training program from a college or other education institution is preferred.
- Experience working in a multi-cultural setting.
- Experience working in a community-based setting for at least 1 to 2 years preferred.
- Providing interactive presentations in the community and Building individual and community capacity.
- Advanced computer skills in Microsoft Word, Excel, PowerPoint and other windows.
- Ability to initiate and maintain positive working relationships with IRCO staff and other organizations.
- Understand the community served and community connectedness.
- Strong communication skills, including listening well, and using language appropriately.
- Ability and willingness to provide emotional support, encouragement, and motivation to project participants.
- Availability to work evenings and weekends.

REQUIRED FUNCTIONS, KNOWLEDGE, SKILLS AND ABILITIES:

- Fluency in English at least one African language (i.e. French, Somali or Swahili).
- Knowledge and understanding of local immigrant and refugee populations and the challenges.
- Ability to successfully communicate and accomplish goals in a multi-cultural environment.
- Strong group presentation, public speaking skills, and ability to write program reports that are accurate, clear, concise and effectively convey program accomplishments.
- Use good judgment, positive leadership style, and strong analytical and decision-making ability.
- Ability to maintain a high level of confidentiality.
- Strong skills in tracking program outcomes/outputs, interpreting and applying IRCO's Fiscal policies and procedures.
- Developing and managing program budgets and ability to work flexible hours.
- Must be punctual, maintain a good attendance record, and be able to work flexible hours to meet the availability of clients and customers.
- Ability to use basic office equipment, telephone, copy machine, fax machine, and personal computer.



- Ability to sit, stand, walk, drive, talk on the phone and/or use computer terminal for long periods of time.
- Ability to work in varied temperatures and weather conditions.

HOW TO APPLY:

Applications may be accessed at the IRCO website, www.irco.org or at the IRCO main office, 10301 NE Glisan, Portland, OR 97220, 503-234-1541. Attach resume and cover letter to IRCO application form. This position required completion of an IRCO application. Materials submitted without a completed application are considered incomplete and will not be considered. Due to the high volume of applications received, we will not be able to contact each applicant. We may not be able to return calls regarding the status of your application. If you are selected for an interview, we will contact you by telephone.

ABOUT IRCO:

The Immigrant and Refugee Community Organization (IRCO) is a non-profit organization established in 1976 to serve immigrants, refugees, and the broader community in Portland, Oregon. Our mission is to promote the integration of refugees, immigrants, and the community at large into a self-sufficient, healthy, and inclusive multiethnic society. Find out more at www.irco.org.

IRCO IS AN EQUAL OPPORTUNITY EMPLOYER

