



Refugee Women's Alliance (ReWA) is a nationally recognized multiethnic nonprofit organization that provides award-winning services to refugee and immigrant women and their families in King and Snohomish Counties.

JOB OPENING

POSITION TITLE: Integrated Health and Social Systems Program Coordinator
REPORTS TO: Director for Social Emotional Wellbeing
STATUS: Non-Exempt Regular Full Time (37.5 hours per week)
SALARY: \$32.00 to \$34.00 per hour

SUMMARY:

The Integrated Health and Social Systems Program Coordinator is responsible for building partnerships with healthcare providers, healthcare support programs, and social service agencies to establish referral and feedback workflows that align with refugee client needs. This role also involves developing and maintaining the mental health systems directory for external use and an internal health and social systems navigation directory. The IHSS Program Coordinator advises case managers and coordinators of care with referral options for refugee client needs and assists in connecting them with programs that support healthcare navigation and health insurance navigation. Additionally, the IHSS Program Coordinator oversees the daily operations of the Mental Health Systems Navigation program and assists navigators with service deliverables.

ABOUT REWA:

ReWA promotes inclusion, independence, personal leadership, and strong communities by providing refugee and immigrant women and their families with culturally and linguistically appropriate services. ReWA advocates for social justice, public policy changes and equal access to services while respecting cultural values and the right to self-determination.

Our clients come from more than 70 countries across the globe, including Africa, Southeast Asia, and the Middle East. ReWA provides social services to every member

of a refugee or immigrant woman's family, from infant to senior. These services, delivered in more than 50 languages and dialects, are designed to make a long-lasting impact in our clients' lives and help them thrive in the Puget Sound community.

RESPONSIBILITIES:

- Reach out to partner agencies that provide mental health and social services and discuss their programs and referral processes.
- Respond to partner organization requests for information.
- Establish initial contact and create a consistent follow-up plan to keep up to date with partner agencies.
- Keep the MH Systems Directory up-to-date and formally update it on a quarterly basis.
- Attend community meetings to provide updates on the program and identify challenges.
- Discover and learn about other programs and add their services to the list of internal refugee social service resources.
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- Provide resource information that supports MH Systems Coordinators in providing health and social service referrals to address client needs.
- Assist agency partners with complex cases in resource information and referral process information for health or social services.

MINIMUM QUALIFICATIONS:

- Bachelor's degree in social work, public health, or related field.
- Minimum of 2 years of experience in program coordination, partnership building, and directory management.
- Excellent communication and interpersonal skills.
- Strong organizational and time-management abilities.
- Familiarity with healthcare and social service systems and resources.
- Knowledge of mental health systems and referrals preferred.
- Proficient in the use of Microsoft Office products (Word, Excel, Access and Outlook), excellent typing, telephone, and business communication skills (i.e. formatting business letters).
- Must have excellent communication skills, including demonstrated skills composing, organizing and presenting information in professional written, oral and spreadsheet formats.
- Ability to exercise sound judgment and effective decision-making skills to accomplish goals and creatively problem-solve issues.
- Ability to handle discreet, confidential information.

BENEFITS: Medical insurance, dental insurance, life insurance; Long Term Disability; 403(b) retirement savings plan; paid vacation, holidays, and sick leave

TO APPLY:

https://workforcenow.adp.com/jobs/apply/posting.html?client=rewa&cclid=19000101_000001&type=JS&lang=en_US

ReWA is committed to a diverse candidate pool, values and inclusive workforce and workplace environment and wishes to minimize or eliminate the impact of implicit bias during the search and hiring process. Women, minorities, and other underrepresented groups are especially encouraged to apply.

BACKGROUND CHECKS:

ReWA is committed to providing a safe and secure staff and client environment. Employment at ReWA is contingent upon a successful background check on each new employee. Candidates to whom an offer of employment is made will be required to sign a Release of Information Form authorizing ReWA to conduct a thorough background check.

CLOSING DATE:

Open until filled.

EQUAL OPPORTUNITY EMPLOYER

ReWA is committed to the principle of equal employment opportunity for all qualified individuals. All employment decisions are based on business needs, job requirements and individual qualifications, without regard to race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, family or parental status of any other status protected by the laws or regulations in the locations where we operate.