

Ethiopian Community Development Council, Inc.
901 S. Highland Street, Arlington, Virginia 22204

JOB ANNOUNCEMENT

Position: National Health/Mental Health Coordinator
Department: Refugee Resettlement and Integration
Reports to: Afghan Placement Assistance Program Coordinator
Status: Full-Time/Exempt
Location: Arlington, Virginia

Job Overview: The position provides support to ECDC affiliate network and coordinates activities addressing health and mental health focused service provisions for refugee and Afghan program beneficiaries. This position coordinates national health and mental health partnerships with private and public partners.

KEY RESPONSIBILITIES

- Gathers information about available health and mental health care programs and services across ECDC's affiliate network.
- Conducts affiliate needs assessment concerning health-related activities, including client intake assessment practices. Analyzes and accurately evaluates management and organizational assistance and services, and makes recommendations for effective improvements.
- Ensures that APA program beneficiaries with acute health care requirements receive appropriate and timely medical attention.
- Participates actively in in-house allocation of medical cases, tracking medical cases and follows up with affiliates as needed.
- Analyzes and interprets laws and regulations governing health services for easy understanding by affiliate case management staff.
- Establishes and maintains partnerships with national and regional stakeholders, government partners and affiliates on health-related topics, including attending and actively engaging in calls and meetings.
- Prepares and provides training to affiliates on policies, procedures, and best practices on providing in-house medical and mental health assessments to clients.
- Ensures that ECDC affiliates cooperate with state and local public health officials by sharing information needed to locate program beneficiaries in order to provide health services to them.
- Develops health-related resource materials and FAQs for affiliate case management staff.
- Explores health-related program funding opportunities for affiliates and shares the information with affiliate directors.
- Assists ECDC HQ staff in drafting correspondence related to health and mental health, including information to be disseminated to affiliates.
- Assists ECDC HQ staff in preparing APA program reports and other program materials related to health and mental health.
- Drafts periodic newsletters as a means to keep the network updated on health issues that impact refugees.

QUALIFICATIONS AND COMPETENCIES

- Undergraduate and/or graduate degree in health-related field and a minimum of three years' experience working in a health- or mental health-related areas. Experience working with refugees and refugee organizations preferred.
- Self-directed, motivated and able to handle multiple projects simultaneously.
- General knowledge of resettlement practices in the U.S.
- Strong written communication skills, ability to write reports and make presentations
- Detail oriented, extensive documentation skills, organized and able to work in a multi-tasked environment.
- Cross-cultural sensitivity and knowledge with the ability and desire to work with people of other cultures.
- Is and remains punctual for work, appointments and report dates.
- Must work well in a team setting.
- Commitment to the mission, vision and values of ECDC.
- Required computer skills: Word, Excel, Internet, Gmail, Outlook. Comfortable in utilizing new programs and databases.
- Possess a valid driver's license and access to own transportation.

BENEFITS. ECDC offers an excellent benefits package including health, dental, life and disability insurance, paid holidays, vacations and sick days as well as a generous retirement plan.

TO APPLY. Submit by fax, mail, or e-mail: (1) a cover letter; (2) a résumé; and (3) a short writing sample (2-3 pages) solely authored by the candidate; (4) three professional references; and (5) salary requirement via email to hr@ecdcus.org. No telephone inquiries, please.

ECDC IS AN EQUAL OPPORTUNITY EMPLOYER.