IMMIGRANT AND REFUGEE COMMUNITY ORGANIZATION (IRCO)  
JOB OPENING ANNOUNCEMENT

POSITION: Community Health Programs Supervisor  
WAGE: $51,000 – $56,000  
LOCATION: Asian Family Center – 8040 NE Sandy Blvd, Portland, OR 97213, and Africa House – 631 NE 102nd Ave. Portland, OR. 97220  
APPLY AT: www.irco.org  
STATUS: Full Time with Benefits  
PROGRAM(S): Community Health Programs  
OPENING DATE: June 25, 2020  
CLOSING DATE: Open until filled  
REQUIREMENTS: See below

GENERAL POSITION SUMMARY:  
The Health Programs Supervisor will coordinate multiple Community Health Programs, including new programming to support community members suffering from and impacted by COVID-19. This position is also responsible to lead the agency’s efforts for community health research project and lead efforts to ensure desegregated data collection. They will also participate in statewide advocacy efforts to improve Health Equity and health access for BIPOC and Immigrant and Refugee communities. This position supervises the Community Health Worker Coordinator, Community Health Workers (CHW), Community Education Workers (CEW), Health Enrollment Assister and Navigators who assist immigrant and refugee community members, and families, to strengthen the health of our communities. They are expected to apply an equity lens in carrying out their responsibilities, which include administrative and reflective supervision, program budgeting, community outreach, stakeholder engagement, project planning and implementation, ensuring grant deliverables are met, report writing, and using evidence-based best practices to improve programing and CHW training.

ESSENTIAL FUNCTIONS:  
• Coordinate and manage the daily operations of health programs serving immigrant, refugee, and other communities.  
• Lead the agency’s health research and community’s desegregated data collection and policy work to ensure our immigrant and refugee communities and represented.  
• Participate in statewide advocacy efforts to improve Health Equity and Access for BIPOC and Immigrant and Refugee communities.  
• Develop and implement creative strategies for delivering services in an unprecedented public health environment. Plan proactively and rigorously to minimize risk of disease spread by, to, or among staff and clients.  
• Develop and maintain inter- and intra-agency agreements. Conduct outreach to pr
programs and Agency objectives within the community. Establish and maintain cooperative relationships with funders, partners, volunteer agencies, and the community. Participate in committees and groups as needed to fulfill program goals and deliverables.

- Develop and manage program budget. Ensure that fiscal and HR records and program reports are completed within required periods.
- Supervise and mentor program staff and volunteers; monitor and evaluate performance; hire and terminate staff within agency policies and procedures and program guidelines.
- Train, orient, supervise, and empower new employees; encourage and ensure optimal communication with all program staff through regular meetings and check-ins.
- Organize workshops, trainings, health clinics and health advocacy events.
- Maintain confidential individual client files including records of intakes, assessment, case management plans, hours of services, and all contacts and referrals made. Review client files to ensure completeness, coach staff on proper recordkeeping and confidentiality practices.

SECONDARY FUNCTIONS:
- Conduct primary or secondary research on Community Health topics to identify best practices for programming.
- Assist with grant writing for department programs.
- Support and take part in IRCO’s internal efforts to educate staff and community about the spread of Covid-19 and other communicable illnesses.
- Attend staff meeting, management meetings, partner meeting, internal and external committee meetings as assigned.
- Other duties as assigned.

JOB SPECIFIC QUALIFICATIONS:
- Bachelor’s Degree required, preferred Master’s degree or equivalent in Public Health, Social Work, Education, Counseling or related field.
- Understanding of Community Health Worker Model, Popular Education, and Trauma-Informed Care; and experience with reflective supervision and motivational interviewing.
- Experience working as a Community Health Worker and/or completion of a CHW certification from a qualified training program that meets state, national, or international standards.
- A working understanding of, and a commitment to follow, evolving scientific and practical knowledge about the COVID-19 epidemic.
- Experience organizing ongoing education and support groups in the community.
- Experience working in a multi-cultural setting; experience working in a community-based
setting for at least 2 to 3 years preferred.

- Ability to initiate and maintain positive working relationships with IRCO staff and other organizations.
- Ability and willingness to provide emotional support, encouragement, and motivation to project participants.

**KNOWLEDGE:**

- Knowledge and understanding of local immigrant and refugee populations and the challenges.
- Familiar with health needs of the immigrant and refugee community and has a commitment to advancing health equity in Oregon.
- Have knowledge and some experience with Oregon health systems, health-care providers and knowledge and understanding of the CHW model.

**Education:** Bachelor's Degree (4)

**Experience:** 5-6 years of experience is required (5)

**Licensure, Certification:** CHW Certified. Driver’s License preferred.

**Additional Language Required:** Bilingual in English and a second language preferred.

**Computers:** All positions at IRCO require use of a computer and experience working with Microsoft Products including but not limited to Microsoft 365, Excel, Word, Outlook and PowerPoint.

**SKILLS:**

**Communication:**
Frequent communication inside and outside the organization to communicate organizational direction (7)

**Creativity:**
Ongoing need to integrate, design, and develop multiple program functions across the organization (7)

**EFFORT:**

**Mental:**
There is a regular need for assessment of risk, analysis of options and decisions without complete information (5)

**Physical:**
Positions at this level require moderate physical effort and manual labor such as carrying, constant movement, frequent lifting of light items, some lifting of moderately heavy objects. Driving is one of the MAJOR responsibilities (4)
RESPONSIBILITY:

Impact and Influence:
Positions at this level have an on-going impact on organization operations, program outcomes, expense or budgetary outcomes. Program and policy development, which could be significant, is also part of the job responsibilities. (5)

Work Independence:
Positions perform with a high degree of independence. Work is reviewed on an as-needed basis. Errors or omissions may not be identified internally. Guidance is available upon request. Work requires extensive decision-making (5)

Planning:
Positions at this level have on-going planning and goal-setting responsibilities. Planning processes typically impact more than one function or work unit. Planning is made more difficult because of the number of alternatives or obstacles (5)

Supervision:
Responsible for a full range of supervisory responsibilities, including providing daily work direction, authority to hire, discipline and terminate employees, make pay adjustments, communicate performance appraisals, etc. (5)

WORKING CONDITIONS:

Environment:
This level has a work environment that is usually well protected, free from hazards or obstacles. There is little element of personal risk or hazard. Job conditions are usually comfortable, with only occasional issues, temperature change (2)

Schedule:
The work schedule occasionally fluctuates based on organization or customer needs. This fluctuation may occur with or without prior notice. (3)

HOW TO APPLY:
Applications are accessible on the IRCO website, www.irco.org. Attach resume and cover letter to IRCO application form. This position requires the 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 or return calls regarding the status of your application.

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.