

Title: Health Liaison

Employment Status: Full-Time

Location: Arlington

The Health Liaison is responsible for the coordination and facilitation of delivery refugee health services. The goal of the Health Liaison is to manage multiple community and internal resources for the benefit of the client's health care. Health Liaisons may also provide resettlement services. The Health Liaison should also manage relationships with refugees, their anchors and provide health information as needed and ensure full understanding of any health treatment or referrals.

Job Responsibilities

- Facilitate the timely conducting of the initial refugee health screening through coordination with the Reception and Placement Program staff and the local health district nurse staff
- Facilitate the provision of needed follow-up services through coordinating with the R&P staff and LHD staff
- Facilitate the initial health screening to a primary care physician through coordination with the R&P staff, the LHD staff, and the Department of Health Assistance Services (DMAS)
- Facilitate the incorporation into the Comprehensive Resettlement Plan the refugee's health needs
- Facilitate the delivery of mental health services through the coordination between the resettlement office staff and the local Community Services Boards.
- Assist the resettlement staff with emergency refugee health needs.
- Facilitate training for (i) resettlement staff on health orientation for refugee; (ii) community services boards mental health staffs; (iii) local health district refugee health screening nurse staffs; and refugees
- Researches local community health providers
- On an as needed basis and in coordination with the refugee resettlement staff, may interviews clients and to obtain a non-professional assessment of their health needs
- Coordinating initial services for arriving refugees
- Coordinating services with any other agencies and service providers
- Maintaining excellently organized case notes and client files
- Coordination with other programs and agencies to provide services to refugees
- Provide information for Monthly Reports
- Client tracking, and follow up

Documentation and Reporting

- Report to the resettlement manager for supervision and submission of statistics and required data
- Prepare reports for submission in timely manner
- Reports on local trends insofar as they impact refugee health services.
- Prepare files for internal and external audits as needed or requested by supervisor.

Competencies Required

- Bachelor's degree in public health, health science etc.
- Must have knowledge/experience with medical terminology
- Knowledge of being able to navigate through health insurance preferred
- Some clinical experience preferred
- Must be able to communicate effectively in writing and verbally both internally, and to clients and external agencies. Must also be able to represent Catholic Charities and MRS at conferences, trainings, and meetings in the community.
- Must be a proactive team player and create a cooperative and positive relationship with clients and anchors.
- The Health Liaison must be able to assist clients to solve difficult problems under pressure. These problems could be health, service related, or staff related.
- Must be able to consistently work towards self-sufficiency with all clients and reflect the mission and the goals of the agency with minimal day-to-day supervision. Should be able to work independently when needed but may also seek guidance from the resettlement coordinator.
- Must attend regular supervision meetings, case consultations, and assist with the development of crisis mitigation strategies. Also, Health Liaison must be prepared to assist with annual projections and reports by providing timely and accurate data.
- The Health Liaison must be proficient with Microsoft Office products especially Word and Excel.
- Must be able to keep informed of the social services policies and practices in all counties and localities where the liaison is active. Information on any changes in public health policy or practices should be made known to the agency and clients as soon as possible. Health Liaisons should also be able to manage their own learning and identify trainings and seminars that would be beneficial to self and other staff.

- Maintains detailed files of service providers for health care, health education, transportation and interpretation; prepares and submits monthly reports to the Office of Newcomer Services
- Must be able to strengthen existing relationships and create new ones within the community.

Please send cover letter with salary requirements and resume to:

jobs@ccda.net. No phone calls, please.