



## **Health Assistant IRIS Hartford Office**

### **Summary**

The Health Assistant (HA) will work closely with the Health Coordinator in the Hartford area to support newly arrived refugees, SIVs, and other immigrants with the education and experience needed to navigate the healthcare system independently.

### **Specific Duties**

- Secure overseas medical paperwork from client prior to their health appointments
- Coordinate transportation to labs and refugee health assessment appointments
- Accompany clients to appointments, and orient them to their medical home
- Pick up lab specimen from client and drop off at Quest labs
- Conduct individual bus orientations for clients living in the Hartford area from their home to their medical home
- Resolve medical billing issues with collection agencies via phone
- Follow up on referrals to specialists and other appointments as necessary
- Instruct clients on how to fill prescriptions at a pharmacy and properly take medications
- Orient and ensure that clients learn to use their WIC benefits
- Conduct in-person health orientation- if needed

- Ensure that proper language interpretation and translation are provided as needed for meeting with clients
- Encourage self-sufficiency by not doing things for the clients that they are capable of doing themselves, explaining limits of IRIS' role and IRIS policies about assistance as needed
- Educate and train medical providers about refugee resettlement, the unique health needs of refugees, and exhibiting cultural and linguistic competence in serving refugees and immigrants including the use of medical interpretation
- Case note pertinent information for each client, especially within the 90-day R&P period
- Other related tasks as assigned by the Health Coordinator and Deputy Director of Resettlement Services
- Fluency in English
- Must speak either Arabic, Pashto, Dari, Farsi, Swahili, or Kinyarwanda
- Must have a valid CT driver's license and be able to drive clients in your own car

Candidates must be fully vaccinated against COVID-19 and comfortable coming into contact with other people.

In submitting an application for employment, the applicant grants IRIS permission to check references as well as question anyone who might be familiar with the candidate's job performance.

**Compensation:** This is a full time position 40 hours per week and the salary range for this position is \$45,500- % 46,918 per year.

**Benefits:** Health, dental, vision insurance. Life and disability insurance.

Vacation (3 weeks); personal days (3 per year); sick days, holidays per IRIS schedule Eligible for 403b retirement plan after 1 year. IRIS is an affirmative action-equal opportunity employer

**To apply,** Send an email to the Deputy Director of Resettlement Services- Hartford, at [humanresources@irisct.org](mailto:humanresources@irisct.org) with the following:

- A subject line that says Health Assistant - Hartford [Your Name].
- A cover letter
- An attached resume

The position is available immediately and we are looking to fill it as quickly as possible. Applications will be reviewed in the order they are received and until the position is filled.