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Job Announcement Health Assistant- Full-Time

IRIS (Integrated Refugee & Immigrant Services, www.irisct.org) is a dynamic refugee resettlement agency with offices in New Haven and Hartford, CT. IRIS serves people from all over the world who have fled persecution in their home countries to start new lives and become self-sufficient, contributing members of their new communities. While IRIS has traditionally focused on helping refugees, it is increasingly serving our undocumented neighbors and other immigrants as well

General Description:

IRIS is looking for a Health Assistant, based in the New Haven office, who will work and Support the co-managers of the Health Program from October 2023. The job duties will expand to include Case Management responsibilities (determined by increased client arrival numbers in December).

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.

Health Services

- Assist the health team on Monday-Friday
- Drive and accompany newly arrived clients to do lab work, RHA appointments, and specialist appointments- as assigned by the health co-manager
- Orient and give a tour of clients' new medical home (all local clinics)
- Call medical billing companies and give them clients updated health insurance information
- Liaise with Reception and Placement, & Post-Reception and Placement, if the clients health insurance is missing or inactive
- Refer clients to the CT Dental Health Partnership
- Ensures that proper language interpretation and translation are provided as needed for meetings with clients and for important written documents
- Maintains weekly notes of all the tasks
- Other related tasks as assigned by the co-managers of the Health Program and Director of Resettlement
- Provides additional community and cultural orientation, as needed

- Ensures that proper language interpretation and translation are provided as needed for meetings with clients and for important written documents
- Maintains weekly notes of all the tasks
- Other related tasks as assigned by the co-managers of the H&W Program and Director of Resettlement
- Assisting clients with WIC services.

Candidate must have:

- Ability to quickly establish and maintain a good rapport with various types of clientele
- Strong understanding of culturally sensitive case management, trauma-informed client interfacing, US health systems, commitment to anti-racism and the mission of IRIS
- Strong communication skills, ability to work collaboratively as well as independently
- Meticulousness and attention to detail
- Ability to balance client facing work and administrative responsibilities
- Ability to handle multiple demands and shifting priorities in a fast-paced environment
- Fluency in spoken and written English
- Knowledge of Google workspace and ability to manipulate basic spreadsheets
- US Driver's License, good driving record and willingness to drive clients to appointments
- Paramedical or Medical background (EMT, Paramedic, CNA, LPN, nurse, midwife, physician, nurse's assistant, Master's in public health)

Ideal candidates will have:

- Experience working with refugees or other immigrant populations
- Good understanding of the refugee resettlement process
- The ability to speak another language, especially Arabic, Dari, Pashto, Swahili, Spanish, French

Job Type: Full-time, Hourly position; 40 hours per week

Salary: \$ 20 - \$ 22.50

Benefits: Vacation (3 weeks/ year), Personal days (3 per year), Sick days (12 per year), holidays per IRIS schedule (currently 12 per year). Health, dental, vision, life, disability insurance. Eligible for 403b retirement plan after 1 year of employment

To apply, send an email to humanresources@irisct.org with the following:

- A subject line that says "Health Assistant - Full-Time-YOUR NAME"
- A cover letter
- An attached resume
- Three professional references (at least two direct supervisors)

Applications will be reviewed as they are received and will continue to be accepted until the position is filled and no phone calls are accepted