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|  | **Job Announcement**  **Wellness Coordinator (full-time)**  IRIS (Integrated Refugee &amp; Immigrant Services, Inc. (www.irisct.org) is a dynamic refugee resettlement agency with offices in New Haven and Hartford, and on-going resettlement efforts throughout the state and across the US. 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.  Operating within the Wellness team and the parameters of specific grants (Refugee Health Promotion, Preferred Communities, SMART Wellness) the Wellness Coordinator leads IRIS’ efforts to provide psycho-social programming, fostering supportive environments where clients can share experiences, learn from others, and develop skills to overcome resettlement challenges. The Wellness Coordinator works in tandem with case managers, supportive therapist, garden coordinator, and within a larger case management team.  **Essential Duties and Responsibilities include:**   * Coordinate refugee health promotion activities for all ORR clients * Facilitate health literacy classes, wellness series, and workshops in collaboration with staff and community partners * Provide comprehensive language interpretation and translation services for all activities * Ensure consistent tracking of attendance and conduct pre- and post-event surveys * Complete timely submission of all data and case notes entries into ClientTrack * Ensure that program offerings are highly accessible and meticulously aligned with client preferences, interests, and organizational objectives * Coordinate weekly sewing group for women, catering to both beginners and advanced participants (no prior experience in sewing necessary) * Solicit and collect donated sewing machines, maintain an organized inventory * Distribute sewing machines to clients along with fabric and other resources * Ensure prompt repair and servicing of sewing machines for the sewing group and for distribution * Coordinate and design an annual craft fair held from late November to early December, overseeing vendor recruitment and managing logistics in partnership with community collaborators * Develop and facilitate other programs as opportunities arise (depending on client interest, community partner and volunteer offerings, etc.) * Provide timely program updates and input towards grant reporting * Manage, organize, and upkeep the wellness donation area * Participate in regular Wellness team meetings * Other related tasks as assigned by the Intensive Case Management & Wellness Manager or Director of Resettlement Services   **Requirements**  Candidates must have:   * at least 1 year of experience providing social services, or health programming, or group work * experience in culturally sensitive approach to service delivery * compassionate and empathetic approach to working with immigrants * clear ability to convey information positively and in a timely manner * strong organizational skills, including ability to maintain communication and manage multiple programs * ability to balance client-facing work and administrative responsibilities * ability to set boundaries with clients and enforce strict policies * fluency in spoken and written English * proficiency with google workspace and canvas * US driver’s license, good driving record, and willingness to drive clients when needed   **Ideal applicant will have:**   * experience working with immigrant populations * strong understanding of the refugee resettlement process * experience running wellness groups * Live experience desired   **Benefits:** Health, vision, dental, life and disability insurance. vacation (3 weeks/year), personal days (3 days/year), holidays per IRIS schedule, sick leave. Eligible for 403b retirement plan after 1 year.  **Compensation:** This is a full-time salary (40 hours per week). The salary range for this position is $50,088 - $51,088.  **Diversity and inclusion are hardwired into IRIS mission:** We are dedicated to welcomingpeople from all over the world who are fleeing persecution, war, and violence.  We are more effective at serving our client’s needs when we are representative of the communities we live in and work with.  So we are an enthusiastic Equal Opportunity Employer.  We strongly encourage people from underrepresented groups to apply.  Please reach out if you need accommodations in applying.  **To apply**, send an email to humanresources@irisct.org as soon as possible with the following:  • A subject line that says “Wellness Coordinator- Your Name”  • A cover letter  • A resume and two references  *Applications will be reviewed in the order they are received and until the position is filled.*  *Please no phone calls.* |
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