

WE'RE HIRING!

Program Coordinator

Position Summary:

Somali Family Service of San Diego provides culturally sensitive and linguistically appropriate services to refugees, immigrants, and other underserved populations. The Program Coordinator hired for this position will be providing support and assistance to individuals from these multicultural communities via community outreach; participant recruitment; coordination of workshops and civic engagement activities; managing data and progress reports, coordination and collaboration with refugee serving organizations. The Program Coordinator will also proactively conduct job development with employers, connecting clients with potential employers, resume building, technical assistance, and referring them to career trainings, including SFS's SHIFA 360 Program which provides trainings for Medical Secretary, Community Health Worker, Motor Vehicle Operation, and Hospitality. Priority areas for client support include housing, employment, education, immigration and legal services, healthcare, and social services. Additionally, the program coordinator will meet program goals and deliverables, evaluate progress through data collection and client-feedback, and complete program monitoring and reports.

Status: Full-Time, Non-Exempt

Hours Per Week: 40 Hours

Start Date: January 2023

Functions

- Extensive knowledge and experience working with the Afghan refugee population in San Diego and fluency in the primary languages spoken by the community (i.e. Pashto, Dari, Farsi)
- Ability to serve as a trusted liaison between various health and social service systems and the community to facilitate access to services and improve the quality of service delivery
- Provide comprehensive case management services to clients including assessing client needs, developing and evaluating short-term/long-term goals and plans, coordinating access to services, and providing ongoing follow-up
- Assist clients in accessing critical resources and providing ongoing navigation support from application assistance to receiving services and resources, accompaniment and/or transportation to services, interpretation and advocacy, assistance with home visits, warm handoff, and any follow-up needed to ensure client successfully receives needed services
- Provide referrals to programs and services available externally and internally including but not limited to medical, dental, clinical mental health; legal; ESL, community colleges/Adult Education, public schools, vocational training, workforce development; immigration/naturalization/asylee services; housing; employment services; other public and private agencies serving refugees
- Assess client eligibility for benefits (i.e. CalFresh, MediCal, IHSS, CalWorks,etc), assist with application, navigation, renewals, and providing ongoing follow-up
- Increase community awareness about programs and services via coordinating and planning outreach activities and event coordination
- Participate in ongoing meetings and trainings as part of professional development and capacity building

To Apply

Please send your resume and cover letter to HR@SFSSD.ORG