



COVID-19 Vaccine Resource Navigator

LTE Position: April – August, 2021 | 15-20 hrs/week | \$20.00/hr

This position will assist clients of the Catholic Multicultural Center (CMC) and Jewish Social Services (JSS) and other immigrants with obtaining COVID-19 vaccines through resource navigation, outreach, education and coordination of vaccine clinics at CMC. The position will reside at the CMC but will coordinate with staff from both organizations. **To apply:** e-mail resume with a brief note stating your interest in this position to: employment@cmcmadison.org.

JOB DUTIES

1. Provide resource navigation to help clients know when, where and how to receive their COVID-19 vaccination.
2. Answer a resource phone line to answer questions about the COVID-19 vaccine and how to receive it.
3. Conduct vaccine outreach directly to clients of CMC and JSS via email, phone calls, and online or in-person conversations.
4. Report progress to CMC and JSS staff and collaborate to expand outreach efforts.
5. Coordinate vaccination clinics at the CMC with health-based partners, including scheduling appointments for clients.
6. Create materials to advertise vaccination support and vaccination clinics.
7. Oversee translation of both internal and external materials to other languages.
8. Utilize language line as needed for interpretation support.
9. Provide community outreach to various immigrant populations beyond CMC and JSS client base.

QUALIFICATIONS AND NECESSARY SKILLS

- Must be available Tuesdays 2:00 to 3:30pm OR Thursdays 10:30 to 12:00pm; AND at least one weekday 3:45 to 5:00pm, and otherwise be able to adhere to a flexible schedule with work hours falling on weekdays 9am to 5pm with some possible weekend hours
- Must have experience or education in a health-related field
- Must be able to speak English and Spanish fluently
- Ability to work independently
- Experience conducting community outreach and/or working with marginalized populations preferred
- Ability to adapt to a variety of tasks and duties
- Strong interpersonal skills including patience and treating others with dignity and respect
- Awareness of respectful and effective methods in working with people from non-dominant cultural backgrounds
- Respect for the faith beliefs of the parent organizations