Bhutanese Community in Utah

Position Community Outreach Coordinator

Job #BCU-20-001

**Job Description**

**JOB SUMMARY**

**Safe in Utah Grant** is approved by the Utah Governor’s Office of Economic Development (GOED) to provide services for safe employees and safe clients impacted by COVID-19 from July 2020 to December 2020.

Provides information, identifies most vulnerable individuals/families (clients) who meet service criteria for assistance, and access to Services and community resources. Assesses, plans, implements, coordinates, follows up, and evaluates options and services to meet clients' needs.

**MAXIMUM QUALIFICATIONS**

Master’s/Bachelor's degree from an accredited college or university in a Human Services field, or other closely related field; OR an equivalent combination of related education and experience

Due to the nature of this position, the successful applicant must pass a required employment background check in accordance with current BCU employment policy requirements.

**ESSENTIAL FUNCTIONS**

* Identifies appropriate vulnerable clients and the needs of and create a plan for refugees with services.
* Provide the refugee community short-term services and follow-up to assist clients with meeting identified goals in their plan of care and provide necessary services.
* Research and maintain accessible resources for refugees.
* Connect and educate the elderly refugee community to available resources.
* Create and provide trainings that meet the needs of the refugee community.
* Facilitate a relationship with various refugee based organizations and refugee community leaders to improve safety management efforts impacted by COVID-19.
* Respond daily to telephone calls, virtual visits and concerns relating to health and well-being of refugees.
* Coordinate appropriately to ensure customer safety including following the quarantine and isolation guidelines approved from Utah Health Department.
* Attend community activities; provide information and education related to services for target refugees.
* Documents all services provided and activities done.
* Maintain a waiting list of services for potential clients following established procedures.

Ideal candidate is outgoing, service-minded, detail-oriented, maintain high quality and confidentiality and professional in written and verbal communication

**Department**

Direct Client Services and communication

**Salary**

$15.00 hourly and 12 hours a week for 26 weeks

**Date Opened**

Aug 11, 2020

**Date Closed**

Aug 14, 2020 11:59 pm

**Important Information**

This is a Time Limited position. Time-Limited employees serve for six months throughout the grant period. This is at will position.

**Position Type**

Time-Limited (Appointed) and terminates automatically as the grant budget ends.

Bhutanese Community in Utah is an Equal Employment Opportunity Employer (EEO).