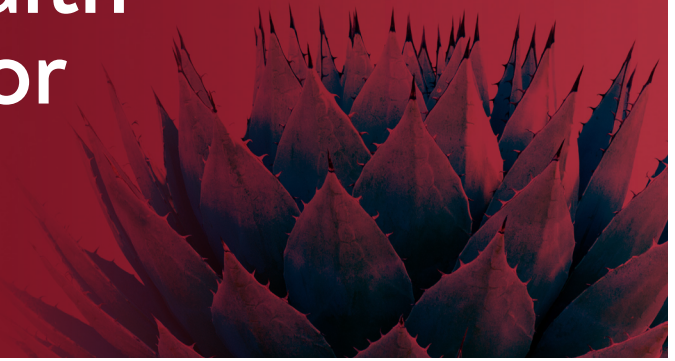


Refugee Mental Health Program Coordinator

FULL-TIME

ALBUQUERQUE, NM

SALARY: \$42,000 TO \$62,000 MID



DEPARTMENT/GROUP
Clinical

REPORTS TO
Refugee Mental Health
Program Clinician

POSTING END DATE
Open until filled

Submit cover letter and resume to
centrosavilajobs@centrosavila.com

ABOUT CENTRO SÁVILA

Award-winning Centro Sávila is committed to advancing social justice and reducing disparities in behavioral health services. We are looking for qualified applicants to join us in improving the mental health of our community. Centro Sávila offers a flexible working environment, competitive salary and benefits, and training and professional development opportunities for all employees. Join our diverse, dedicated, hard-working staff and take part in endless opportunities for personal and career growth. We pride ourselves on supporting employees to create a culture of care and compassion and a sustainable work-life balance.

ROLE AND RESPONSIBILITIES

The Refugee Mental Health Coordinator is responsible for coordinating Centro Sávila's team of clinical and case management service providers for asylum-seekers and refugees.

- Coordinate Centro Sávila's Refugee Mental Health Program services including clinical and case management service provision, community outreach and collaboration, and stakeholder engagement.
- Build the capacity of internal and external stakeholders as it relates to supporting the mental health, adjustment and resiliency of refugees and newcomer populations seeking asylum in the US.
- Participate in all organization evaluation meetings, processes, and training.
- Assist with process of assessing, integrating and aligning current evaluation goals for specific funders with organizational mission and strategies.
- Ensure proper outreach, organization and implementation.
- Responsible for ensuring that Centro Sávila is meeting Refugee Mental Health Program grant reporting deadlines and meeting with staff to ensure that program activity matches the grant performance measures.
- Enhance and sustain partnerships with community mental health agencies to expand available resources to clients.
- Participate in recruitment, onboarding process and retention of staff, interns and volunteers; supervise interns when appropriate.
- Monitor program activity and data quality through oversight and support related to case documentation.



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- Evaluate effectiveness of program related to client progress and individual service plan objectives.
- Generate accurate and timely reports.
- Complete established training and participate in weekly consultation.
- Follow all policies, procedures, and protocols of the agency.
- Other duties as assigned.

QUALIFICATIONS AND REQUIREMENTS

- Minimum of Bachelor's Degree in health and human services related field.
- Understanding of social determinants of health as they relate to healthcare and case management integration in behavioral health services.
- Understanding of the economic, political and social factors that contribute to the need for people to immigrate to the US as refugees and asylees.
- Understand of political violence/trauma and how it impacts newcomer health.
- Experience working with at-risk immigrant, refugee populations and crime victims.
- Commitment to creating a culture of care and compassion within Centro Sávila.
- Excellent time management skills and ability to multi-task and prioritize work.
- Attention to detail and problem-solving skills.
- Excellent written and verbal communication skills.
- Strong organizational and planning skills.

PREFERRED QUALIFICATIONS AND REQUIREMENTS

- Master's Degree in Public Health or Health Administration
- Computer skills, including Microsoft Word and working knowledge of Excel, Google Workspace, and EMR Bear (the electronic medical record used at Centro Sávila).
- Ability to work a flexible work schedule, including evenings and weekends on occasion.

BENEFITS

This is a benefits-eligible position. Centro Sávila provides a comprehensive package of benefits including medical, dental, vision, retirement plan, and life insurance. Loan deferment is available for qualified applicants.

- 100% of health, dental, vision, and life insurance plan for full-time employees.
- 34 paid holidays, including a paid week for Spring and Winter breaks, plus accrued paid time off.



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