

Posted Dec 6th, 2021



COVID-19 Vaccine Resource Navigator

LTE Position: December 2021 –September 2022 | 10 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 and cover letter by to Laura Green - Laura@cmcmadison.org. Applications will be accepted until position is filled.

JOB DUTIES

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

QUALIFICATIONS AND NECESSARY SKILLS

- 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 collaborating organizations