

## COMMUNITY HEALTH COORDINATOR

**About the Organization:** Building One Community (“B1C”) is a non-profit organization established in 2011 as a comprehensive resource center for immigrants in the Stamford, Connecticut area. B1C’s mission is to advance the successful integration of immigrants and their families.

B1C’s Family Services (FS) program supports immigrants in addressing food insecurity, medical and mental health needs, emergency situations, and other practical challenges by helping them navigate institutional systems and connect with appropriate social services. We offer onsite resources and collaborate closely with community-based organizations to ensure every participant receives the support they need to succeed.

### Position:

This full-time, 40-hour-per-week position, offers a unique opportunity to support individuals and families by combining direct services with outreach and partnership-building. The role is evenly split between providing direct support with health-related needs assessments and care navigation (50%) and conducting outreach and engagement with the community and local agencies (50%) to ensure coordinated, wraparound support. The ideal candidate will possess strong communication skills and experience coordinating health-related services in the community, along with a deep understanding of the local immigrant community and the systemic barriers to health access. On-site attendance is required, along with flexibility to conduct in-person outreach at various locations and occasional evening and weekend availability. This position reports directly to the Family Services Manager.

### Primary Duties:

#### Direct Support, Health Education & Coordination

- Conduct culturally sensitive health and basic needs assessments to identify gaps in access to medical care, nutrition, insurance, mental health, and other related areas
- Develop personalized care or resource plans in coordination with each participant’s health goals and social needs
- Connect program beneficiaries to both internal and external services, to address critical needs and ensure access to the appropriate resources and support
- Deliver individual and group health education, including preventive care, nutrition and chronic disease management, using materials that are culturally and linguistically appropriate
- Support clients in understanding and navigating insurance coverage, billing, and financial assistance

#### Outreach & Partnerships

- Design and lead a community health survey to identify emerging trends, challenges, and barriers in the community

- Develop and implement a targeted outreach plan to increase participation in health-related programs, in collaboration with Outreach and Communications, and other internal departments
- Build strong, trust-based relationships through in-person outreach in neighborhoods, schools, churches, community centers, and other key gathering places
- Coordinate and support onsite events in partnership with local health service providers (e.g., flu clinics, information sessions, wellness initiatives), while supervising and engaging Family Services volunteers to ensure meaningful contributions
- Serve as a liaison between B1C and local health institutions to streamline referrals and improve community access to services
- Establish and maintain up-to-date case files in a timely manner; enter and manage data in the Salesforce database; generate reports, track trends, and analyze program and outreach outcomes to enhance and improve service delivery

### **Experience & Skills:**

- Fluency in Spanish and English with demonstrated written and verbal communication skills
- Minimum of 2 years of experience in community health or public health with immigrant or underserved populations
- Bachelor's degree in a Public Health, Community Health or related field
- Certified Community Health Worker (CCHW) and/or Certified Application Counselor (CAC) preferred
- Strong multicultural awareness, trauma-informed interpersonal skills, and compassion in working with diverse populations
- Strong ability to prioritize and complete tasks efficiently, ensuring deadlines are met and projects are delivered on time
- Excellent communication and interpersonal skills, with the ability to engage participants and community partners, as well as experience organizing events or facilitating group sessions
- Strong proficiency with Microsoft Office software and familiarity with Salesforce or other database systems, is a plus
- Belief in the organization's mission and goals, with strong commitment to the empowerment of low-income immigrant populations

To apply for this position, please submit your resume to [jobs@b1c.org](mailto:jobs@b1c.org).

*Building One Community is an Equal Opportunity Employer*

