

**Voces Latinas  
Job Description**



**POSITION:** Vaccine Navigator – Full Time (35 hours per week)

**SALARY:** \$40,000 annual

**REPORTS TO:** Manager of Healthcare Access

**Mission:** Voces Latinas (VL) aims to reduce the rate of HIV transmission among immigrant Latinos by empowering, educating, and providing leadership and advocacy training to enable them to make healthier decisions for themselves and their families. Through collaborative relationships, we connect immigrant Latinos with culturally and linguistically sensitive resources and services to address their immediate needs, which allows them to identify with their risk for HIV/AIDS.

Voces Latinas reaches close to 3,000 immigrant Latinas each year through its outreach and programs which include: HIV and STI counseling and testing; linkage to care; Spanish HIV educational workshop series; Saturday arts and crafts support group session for isolated immigrant Latinas; supportive case management and individual counseling for Latinos who are at risk of or living with HIV including access to pre-and-post exposure prophylaxis (PrEP/PEP); connection to culturally and linguistically appropriate services; providing *Promotoras* (peer advocates) trainings yearly to become peer leaders; hold public forums and events; provide intimate partner violence prevention and intervention to immigrant Latinas; community mobilization project which involves partnering with local businesses. VL also provides support to young men who have sex with men (YMSM) through an evidence based intervention called Holatinos as well as HIV prevention that includes testing and connection to PrEP/PEP.

Voces Latinas seeks a highly skilled Vaccine Navigator to assist unvaccinated clients identified and referred by Promotoras to register and schedule their vaccine appointment(s). Navigators will be responsible for collecting client information, all appointment reminders, data entry, providing appropriate referrals and connections to services. This will be accomplished by client accompaniment to services to ensure cultural competency, connections to care, and client and organizational follow up. The ideal candidate must have a passion for working with non-profit organizations, serving marginalized communities, having an understanding of public health issues and knowledge of the Coronavirus, testing, treatment, vaccine technologies and community knowledge, attitudes and beliefs in regards to COVID-19.

**Essential Duties/Responsibilities:**

- Provide education around COVID Vaccine
- Conduct outreach (street and social media) promoting the COVID vaccine
- Recruit and register individuals for the vaccine
- Assist with clinic pop up sites
- Collaborate with food pantries, faith based, and community based organizations to host vaccine events
- Collaborate and coordinate with vaccine providers to plan and schedule vaccine events
- Assess for clients medical and social service needs including domestic violence, HIV, STIs, mental health, legal
- Participate in community vaccination events and collaborate in all agency-wide events
- Work closely with Manager of Healthcare Access to coordinate client services and collaboration with external agencies
- Provide Health Literacy to clients on the coronavirus and vaccine
- Ensure Linkage to care by accompanying clients and assisting in systems navigation

- Documentation and data entry of all client interactions via progress notes and ETO database as well as other government database systems
- Produce monthly data and program reports
- Attend and promote program at community meetings
- Develop and maintain relationships with social service providers working with client
- Represent *Voces Latinas* at meetings and forums in an utmost professional manner and strengthen linkages with other community partners.
- Keep up with latest healthcare/immigration policies
- Other duties as required

**QUALIFICATIONS:**

- A.A. or B.A. degree in social work, counseling, psychology, or equivalent
- Minimum of 2 years experience in social service, systems navigation, etc.
- Commitment to service as a personal value
- Sensitivity to and experience with needs and circumstances of immigrant population
- Experience in delivery of educational workshops in health literacy preferred
- Excellent written and oral communication, organizational and time management skills
- Strong interpersonal skills, creativity and flexibility
- Ability to work independently and as part of a team
- Cultural competency, sensitivity and awareness
- Computer skills (Word, Publisher, Excel, ACCESS)
- Ability to read, write and speak English and Spanish

*Voces Latinas offers a competitive compensation and fringe benefits package including health insurance, short term disability, family medical leave, and generous vacation/sick/holiday leave.*

Voces Latinas is an equal opportunity employer and complies with all federal, state, and local laws which prohibits discrimination in employment. People of color, Afro-Latinx, trans people, women, intersex people, people who have lived in poverty, people with disabilities, immigrants, and lesbian, gay, bisexual, and queer people are strongly encouraged to apply.

**Please send cover letter and resume to:**

**Lissette Marrero, MSW – Human Resources at [lmarrero@voceslatinas.org](mailto:lmarrero@voceslatinas.org)**