

**Resource Coordinator
Asian American Health Initiative
Primary Care Coalition**

Organization Description:

The Primary Care Coalition of Montgomery County (PCC) in collaboration with the Asian American Health Initiative (AAHI) seeks a highly organized and motivated individual for the position of Resource Coordinator. AAHI is part of the Montgomery County Department of Health and Human Services (DHHS). AAHI's purpose is to develop appropriate health programs that meet the needs of a diverse group of Asian Americans living in Montgomery County. To learn more about AAHI, please visit, www.AAHInfo.org.

Job Description:

The Resource Coordinator assists residents by educating and connecting them with existing health and social services provided by the DHHS, hospitals, and public agencies. Responsibilities include: network with service providers, research potential new resources, compile a Resource Manual including service maps of current providers, create education materials, and connect residents to appropriate services.

Essential Functions:

- Assess the needs and utilization of health and human services in the Asian American community
- Research, organize, and maintain a Resource Manual of health and human services
- Create culturally and linguistically competent education materials to inform the Asian American Community on the utilization of health and human services
- Attend health fairs and events
- Plan, coordinate, and evaluate small business outreach
- Implement the community member care coordination procedure
- Liaise and collaborate with service providers to create a seamless referral process
- Explore potential new resources to expand services
- Assist community members in accessing services
- Draft monthly reports
- Support other AAHI activities

Basic Qualifications:

- Bachelor's Degree in public health, media & health communications, or equivalent amount of experience
- 1+ years office experience
- Above average ability with Microsoft Office applications (Excel, Word, PowerPoint, and Publisher, etc.)
- Strong verbal and written skills
- Capable of working both independently and in teams
- Must have a solid work ethic

- Inter-county travel required
- Evening and weekend hours are required as needed
- Excellent oral and written communication skills
- Bilingual ability in another Asian language is preferred but not required

PCC/AAHI offers a competitive benefits and compensation package.

To apply: <https://primarycarecoalition.applicantstack.com/x/detail/a2smxndo4auc>