

Health Awareness & Promotion Program (HAPP) Coordinator

Boat People SOS-Houston, Inc. (BPSOS-Houston), is a 501c3 community based organization and an affiliate of Boat People SOS, Inc., a national Vietnamese-American community-based organization with 34 years of service to Vietnamese refugees and immigrants., seeks a motivated and enthusiastic individual with creative and innovative program planning and management to lead the Health Awareness and Promotion Program.

This coordinator position will focus on program implementation for **breast health and women's wellness programs (primary)**, participate in health research with academic institutions, and provide education to the community with a concentration on the importance of positive health care and preventative techniques.

The coordinator's work plan includes:

- (1) Outreach to the Vietnamese community of the HAPP program;
- (2) **Educate the community of different health risks especially breast and cervical cancer;**
- (2) Facilitate access to screening services for clients;
- (3) Work with academic partners to assess, plan and develop research strategies for a pilot study; and
- (4) Recruit/Coordinate volunteers to support health outreach activities.

Specific Responsibilities:

1. Implement program activities, with training and support by supervisors;
2. Conduct intakes, assess needs and develop individualized health awareness plans for clients with varying levels of English skills;
3. Maintain up-to-date confidential records and relevant statistical and evaluative data;
4. Work with supervisors to prepare project reports to funders and managers;
5. Meet with team staffs monthly to update accomplishments and challenges;
6. Further relationship with local providers for low-cost or free screening services;
7. Continue to find healthcare providers and clinics to provide free/low cost screenings
8. Build local, state, and regional partnerships, specifically with other Vietnamese-serving organizations, health institutions, and health funders;
9. Attend, conduct, and coordinate community events as needed;
10. Create documents and media clips to promote program;
11. Assist with the recruitment and management of volunteer health advocates and professional mentors;
12. Work with fund development to enhance program as needed;
13. Work with researchers from academic institutions; and
14. Perform other duties as a part of the Houston, TX team to fulfill the mission of BPSOS.

Qualifications:

1. **REQUIRED Fluency in English and Vietnamese, both written and oral;**
2. Must have vehicle for outreach activities with good driving record;
3. Excellent organization, written, and verbal skills;
4. Ability to multi-task in a fast-paced, high-pressure environment as a productive member of a small office;
5. PC computer literacy, with proficiency in Word, Excel and Internet usage;
6. Bachelor's degree with preference for Social Work, Public Health, Psychology, or related area; and
7. Facilitations skills that include the ability to explain sensitive topics one-on-one with clients.

Location: Houston, TX

To apply: Send cover letter, resume, writing sample (in English), and list of three professional references to Human Resources: trish.nguyen@bpsos.org

BPSOS is an equal opportunity employer.