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| <b>TITLE:</b>           | <b>Wellness Coordinator, Full-Time, Grant-funded<br/>\$25.00 per hour</b>   |
| <b>RESPONSIBLE TO:</b>  | Director/Coordinator Domestic Violence Services   |
| <b>JOB DESCRIPTION:</b> | <p>Works to mitigate the disproportionate health impacts that DV victims face through culturally-sensitive care coordination. In light of horrific COVID-19 morbidity divisions by race, this coordinator will be able to assist in making sure that clients are seamlessly referred to health services<sup>1</sup>, as well as work to increase vaccination rates and reduce transmission of the virus. Major goals include removing vaccine barriers, standardizing the documentation of testing/cleaning protocols, organizing wellness supports, providing quality community information, &amp; building relationships with providers. Childcare. The Wellness position will use a data-informed approach to plan broad health-related coordination.</p> <p>Will lead planning &amp; implementation of a robust COVID-19 testing program, procure testing supplies, train providers and other staff on COVID-19 procedures, report data to HHS on testing, track grant outcomes. Collaborates with other staff on virtual outreach to community members for education/assistance on where to get the COVID-19 vaccine and boosters, provides information to clients (community-based and sheltered) on COVID-19 vaccine access. Manages budgets and builds relationships with traditional and novel partners.</p> <p>Bachelor's degree in a health-related field preferred, experience with COVID-19 programming a plus. May undergo background screenings. Understanding of client-centered work and trauma-informed care is helpful. Requires occasional work at night and on weekends. Must demonstrate commitment to the mission of the YWCA Greater Memphis.</p> |

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<sup>1</sup> mental health, substance abuse, preventative care, sick visits, pharmacy services and more

## **MAJOR RESPONSIBILITIES:**

### **Direct Services**

- Addresses and monitors facility needs related to COVID-19 (social distancing, physical barriers, etc.), educates staff on pandemic-related updates, documents organizational protocols and revises as needed;
- Contracts with and oversees Professional Cleaning Service for COVID-19 disinfecting; Provides regular feedback- affirmative and suggestions- to staff and clients regarding protocol alignment;
- Provides engaging education and training to agency staff and clients (sheltered and non-sheltered) on COVID-19 response, procedures and CDC-recommended guidance on prevention, as well as vaccine eligibility and locations;
- Works with case management to arrange vaccine appointments, send reminders, provide transportations and childcare as needed, Reviews case records/data and provides suggestions on how to best track vaccine status, acceptance, timing and future needs for adults and children, provides clients with easy tips on storing their vaccine card and keeping it secure, as well as providing updates to medical providers;
- Meets with vaccine hesitant clients one-on-one to address concerns using a non-judgmental, client-center approach, follows-up as appropriate;
- Attends Health Department trainings and coordination meetings on COVID-19, as well as other health-related collaborative groups;
- Builds and maintains relationships with health-care providers across the region (i.e.- Baptist Community Outreach, A Step Ahead Foundation, Memphis Health Center, Substance Abuse providers, etc.), Manages wellness-related MOU's and makes sure they are updated;
- Communicates and coordinates with partners to advise them of agency protocols and availability to provide services; Provides support to partners as needed/requested;
- Works with Outreach Team to infuse COVID-19 safety and YWCA protocol information into presentations and materials, Works to get materials translated or adjusted for different literacy rates and vision requirements as needed;
- Recruits, screens and trains volunteers to assist with COVID-19 response and wellness approaches; specifically, one college-level intern in a health-related field should be in place by July of 2023;
- Collects data for reporting on grant compliance (time-sheets, case records, health updates, etc.) and for HHS for monitoring; Ensures proper reporting on interactions
- Ordering, distributing and tracking health-related/cleaning supplies (rubbing alcohol, swabs, cotton balls, thermometers, etc.)- SHELTERED AND COMMUNITY; Provides budget management for COVID-19 related items
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### **OTHER RESPONSIBILITIES:**

- Attends trainings related to data systems and care coordination for crime victims
- May have to travel out of town for conferences (less than 5% of time)
- Must possess valid Driver's License and use personal vehicle to travel to meetings
- Will sign confidentiality agreement

- Performs other related duties as deemed necessary or as delegated by the Shelter Coordinator
- May have to work at night and on weekends on occasions, as some outreach efforts might be targeted to emergency rooms and other medical providers that are open on weekends and beyond 5:00 pm on week-days, in addition to Corrections staff and investigative agencies

**EDUCATION AND EXPERIENCE:**

- Bachelor's degree in health-related field preferred (i.e. allied health, nursing, public health and community education, etc.); Closely related fields will be considered (i.e.- social work, nonprofit management, criminal justice, public administration).

Helpful Experience:

- 1-2 years' experience working with diverse populations, preferably in a congregate living setting or a medical facility
- Developed and executed community presentations
- Worked in grants management, understanding of data tracking/reporting/compliance
- Previous work (volunteer or paid) with COVID-19 education and programming

**KNOWLEDGE, SKILLS AND EXPERIENCE:**

- Knowledge of domestic violence and needs of victims of domestic violence
- Knowledge of community agencies and resources (Mid-South)
- Strong listening and reflective response skills, case management knowledge, able to utilize basic Microsoft applications (Word, Excel, PowerPoint, etc.)
- Excellent communication skills (verbal and in writing)
- Understanding of underlying principles of diversity, equity, inclusion and justice work.

modom@memphisywca.org

YWCA Greater Memphis

Attn: Marquiepta Odom or

Executive Director

766 South Highland Street

Memphis, TN 38111

Closing date is Wednesday, September 24, 2022

No phone calls please.