

Job Title	Health Program Navigator
Employer/ Agency	Chinese Community Center
Job Description	<p>ESSENTIAL FUNCTIONS:</p> <ul style="list-style-type: none"> • Project Coordination <ul style="list-style-type: none"> ○ Coordinate with community partners and volunteers on activity logistics. ○ Maintain accurate and up-to-date logs and track participant data. ○ Provide data or research to support programming reports updating funders on a monthly, quarterly, or annual basis depending on project's requirements. ○ Provide marketing and outreach materials. ○ Assist in the day to day duties of the Senior Dept. programs. ○ Provide translating services for clients when necessary. ○ Translation of documents, marketing materials or presentations when necessary. • Professional Development <p>To perform the job successfully, the incumbent must be able to satisfactorily attend professional development trainings and stay aware of the Center's policies and procedures.</p>
Qualifications	<p>MINIMUM QUALIFICATIONS:</p> <ul style="list-style-type: none"> • Bachelor's degree in Social Work, Social Services, or healthcare related field. • 1-3 years of experience working with LEP population • Strong computer skills, including demonstrated experience with MS Office. <p>Bilingual in an Asian language.</p>
Salary/Hours	TBD/ 40hrs per week
Address	9800 Town Park Dr,
City, State, Zip	Houston, TX 77036
Contact Person	Rashmi Sharma
Telephone Number	7132716100 x 109
Email Address	hr@ccchouston.org
Application Method	Email
Opening Date	Immediately

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