



Kentucky Refugee Ministries, Lexington Health Services Coordinator (Full-Time)

Perfect for a community health or health education specialist. The Health Services Coordinator will assist KRM Lexington clients with access to health care and health education as they acclimate to life in the U.S. Duties will include scheduling medical screenings with local providers (including health centers, hospitals, Health Department, diagnostic centers, dentists, and other specialists), coordinating closely with providers to ensure clients obtain needed services, and helping clients improve health literacy and health systems literacy, as needed. This person will work collaboratively with the entire KRM Lexington team to support clients on the path to self-sufficiency.

Essential Duties

- **Medical Coordination**
 - Liaise with Refugee Health Screening provider to schedule all KRM clients for a series of health screenings on arrival in KY.
 - Must be able to consider and balance multiple factors when scheduling: prioritizing deadlines for required screenings with large caseload, significance of medical conditions, and children who need medical clearance to enroll in school.
 - Troubleshoot Medicaid/insurance issues with clients, providers, and insurers, including billing, coverage questions, etc

- **Health Education**
 - Work with clients one-on-one and in groups to help promote understanding of the U.S. healthcare system and other health literacy topics.
 - Create health education materials, potentially including print, video, audio, curricula, infographics, visual aids, etc.
 - Develop workshops or trainings based on common needs or challenges expressed by KRM clients.

- **Client Support**

- Drive clients to medical appointments and check them in
- Accompany clients to emergency or specialist case as needed
- Assist case management team to support client's overall health and resettlement goals
- Ensure compliance with documentation requirements including case notes, forms, reports, etc.

Agency Profile

Founded in 1990 as a nonprofit agency, KRM is a local affiliate the national network of agencies authorized to provide resettlement services to refugees admitted to the United States through the State Department's Refugee Admissions Program. The KRM Lexington sub-office opened in 1998 and currently receives refugee arrivals from Afghanistan, Bhutan, DR Congo, Cuba, and Ukraine.

KRM secures housing and medical care for refugees and provides them with comprehensive case management, employment services, English Language Training and cultural orientation, and various specialized programs. KRM also offers citizenship classes for refugees and immigrants preparing to apply for U.S. citizenship and comprehensive immigration legal services. With clients and staff of diverse backgrounds, KRM conducts no religious activities or messaging, and proudly serves clients regardless of religion, race, national origin, gender identity, or sexual orientation.

Skills Required

- Education and/or experience in healthcare or public health. This position is not clinical in nature and will not offer direct medical care to clients; health administration/community health/health education specialists are welcome to apply.
- Strong organizational skills are absolutely necessary for scheduling, case-noting, reporting, and documentation purposes.
- Ability to work with clients and staff of diverse nationalities, religions, languages, and cultures.
- Outstanding communication skills in English (written and verbal); additional language skills in another language would also be beneficial.
- Excellent interpersonal skills and ability to communicate clearly and effectively with teams.
- Commitment to diversity and social justice.
- Ability to drive clients (in KRM vans).

Additional Job Information

This job is full-time and offers medical/dental/vision/life insurance, paid vacation/holidays/sick and personal days. Position is based in Lexington, KY. Duties will be conducted primarily during normal business hours, but some night or weekend work will be needed depending on client needs.

To Apply

Submit a résumé and cover letter by 5pm on February 24th to:

Mary Cobb
KRM Lexington Director
mcobb@krmlex.org