

Job Title: Health & Wellness Coordinator**Organization:** Casa de Amigos**Location:** Midland, TX

Job Description: The purpose of this job is to coordinate health screenings, emergency dental services, preventive education services and mental health referrals for low-income adults and children in the local community. Duties will include, but may not be limited to, those described in the specific duties listed below.

Duties & Responsibilities:

- Establish relationship with clients and create programming based on client preference and needs.
- Creates specific plan of action for each client annually, as needed and ensures programs are implemented effectively.
- In concert with the Program Director, establish relationship/collaboration with community professionals, such as Midland Memorial Hospital, Texas Tech Health Sciences Center, Children's Community Clinic and Coleman Clinic, etc.
- Responsible for development and implementation of specialized programs based on client specific needs.
- Arrange and coordinates Health Education classes/seminars/fairs with local/area agencies to promote wellness, dealing with stress, nutrition and other health issues.
- Coordinates and supervises health & wellness staff and volunteers (doctors, nurses, assistants, translators, staff and office assistants).
- Conducts/coordinates pre-registration/registration for dental services (i.e. emergency extractions, dental cleaning, etc.) for clients.
- Coordinates Dental Education classes with local/area agencies to promote dental wellness.
- Conducts client pre-registration for Health Services for clients, including medical clinics.
- Conducts client referral to Counseling Services for clients.
- Coordinate prescription assistance.
- Assist with agency Intake process.
- Maintains accurate and current program records, statistics, and reports; submits reports in a timely manner.
- Orders supplies, as necessary.
- Coordinates with Development Director for public relations.
- Attends appropriate agency and community meetings.
- Attends seminars and trainings as appropriate to position.
- Other tasks as assigned.

Knowledge, Skills and Abilities:

- Knowledgeable in diet, exercise and lifestyle fields
- Good communication skills, both written and verbal
- Organized and able to multi-task
- Microsoft Office
- Skilled using client software
- Relates and works well with others
- Problem solver

- Ability to maintain confidentiality
- Bilingual preferred

Hours: 40 hours per week. May include some evening/weekend time.

Education & Experience:

- College Degree required, Medical, Human Services or Gerontology degree preferred.
- 2-4 years in health and/or senior services required, 5-7 years in health and/or senior services preferred.

How To Apply: Please send resume to Tonya Eckert, Executive Director to teckert@casadeamigosmidland.org