

Ethiopian Community Development Council, Inc.
African Community Center DC Metro Area
901 S. Highland St. Arlington, VA 22204

JOB DESCRIPTION

Position Title: Health Outreach Internship
Department/Division: ECDC/ACC – KNOW Project
Reports to: Health Outreach Advocate
Status: Volunteer Intern
Location: Arlington, VA
Contact: volunteer@ecdCUS.org

Job Summary: The Health Outreach intern will assist the Health Outreach Advocate in outreach activities about breast cancer risks, prevention, screening and continuum care outreach within refugee and immigrant communities in the Greater Washington, D.C. area.

Key Responsibilities:

- Assist the health outreach advocate recruiting participants for education sessions about breast cancer, risks, prevention, screening, treatments, and area services through a variety of outreach strategies.
- Execute education sessions for breast cancer risks, prevention, screening, treatments, and area services (preferably in refugee languages).
- Help the outreach coordinator with providing information to clients.
- Research and develop relationships with local and community agencies to promote the dissemination of information about project activities to the community.
- Recruits participants for workshops and mammograms
- Provides transportation and interpretation service to clients as needed.
- Provides other tasks as assigned.

Education, Experience, Skills:

- Experience in health or public health field required.
- Experience in doing health related outreach activities.
- Requires reliable consistent transportation, current driver's license and insurance.
- Experience working in a multicultural environment, refugee language capability a plus.
- Ability to exercise initiative and judgment and make decisions within the scope of assigned responsibilities.
- Ability to effectively communicate relevant project information to supervisors.
- Excellent writing and communication skills
- Computer skills (Microsoft Office Suite) required. Experience with databases highly preferred.
- Background check and clean DMV record.

Learning Outcomes:

- Knowledge about and increased sensitivity to the experiences of refugees and immigrants.
- Knowledge of obstacles to health care access for immigrants
- Ability to coordinate healthcare services for immigrants

Time Requirements:

16+ hours/week; 3-month minimum

Physical Demands

- Moderate physical activity, which includes standing, sitting, lifting and/or walking
- Ability to see and hear within normal parameters
- Ability to handle stress

Contact with Others

Position involves regular contact with healthcare providers, billing agencies, social services departments, resettlement network affiliates; local, state, and federal government agency employees, private sector organizations, refugee community members, and ECDC/ACC staff.

Performance Criteria

Related to job responsibilities, core competencies, and performance goals set in consultation with supervisor.

Confidentiality

All volunteers/Interns are required to work in a confidential manner in all aspects of their work.

<u>Internship Agreement</u>	
I agree that I have been given a unique learning opportunity to work hands-on as an unpaid intern in the refugee resettlement field. I agree that I will conduct myself professionally by adhering to ECDC/ACC policies and practicing cultural competence in all my interactions. I agree to fulfill my tasks as stated in my internship job description - and to track and turn in my hours on a monthly basis. I will abide by ECDC/ACC Confidentiality Agreement and respect the privacy of all community members and ECDC/ACC staff members.	
<i>Name</i>	<i>Date</i>
<i>Staff Supervisor</i>	<i>Date</i>

Weekly Schedule: _____