



Job Announcement

Position title: Community Health Educator

Reports to: Health Programs Manager

Classification: Full time, non-exempt

Supervises others: No

Salary: \$20.22-\$23.07 per hour

Location: Sacramento CA, 95825

About us: Opening Doors, Inc., envisions a world in which migrants and refugees lead lives of joy and belonging, embraced by welcoming communities. Our mission is to enrich communities by supporting immigrants, refugees, and survivors of trafficking on their path towards stability, self-sufficiency and belonging.

Opening Doors is guided by our organizational values:

- Rising Together: We are in this together and depend on each other.
- Honoring Dignity: We recognize and honor everyone's strength and inherent dignity.
- Embracing Courage: We do the right thing, even when the path is uncertain.
- Seeking Joy: We take time to be together, celebrating our diverse cultures and recognizing our victories.

Opening Doors began in 1993 as a small refugee resettlement agency, and today serves 2,000 clients per year across our 5 program areas: Refugee Programs, Human Trafficking Programs, Immigration Legal Services, Health Programs and Economic Prosperity Programs.

Ideal candidate: The ideal candidate is organized, proactive and solution-oriented, with strong project management and communication skills.

They will have the ability to work effectively in multi-cultural work environments, showing respect and sensitivity for cultural differences, and will be passionate about Opening Doors' mission.

Responsibilities: The essential duties and responsibilities of this position include the following:

- Establish community partnerships with local mosques and organizations.
- Organize and conduct outreach events on a monthly basis.
- Facilitate educational workshops in Dari/Farsi.
- Collaborate with clients to develop individualized service plans that address their short and long-term goals and objectives.

- Assist clients with navigating social services, submitting and following up with referrals when needed.
- Arrange appropriate interpretation services and transportation for clients.
- Document client interactions and services provided in a timely manner and in compliance with program requirements.

Other duties may be assigned in the sole discretion of the Organization. The Organization may assign or shift duties and responsibilities to this position at any time due to reasonable accommodation or other reasons.

Required qualifications: The requirements listed below are representative of the knowledge, skills and/or abilities required.

- Demonstrates strong organizational skills with the ability to manage multiple priorities.
- Capable of engaging with potential clients during outreach events.
- Demonstrate ability to work effectively in multi-cultural work environments.
- Respect cultural differences and provide trauma-informed care.
- Can easily identify and resolve problems in a timely manner.
- Experience with computer skills including Microsoft Office programs and online databases.
- Fluency in both English and Dari/Farsi.

Preferred qualifications: The requirements listed below are not required but are desired.

- One to three years' experience in a social or human service related field.
- Experience in providing mental health services.

Physical requirements and work environment: The following demands are representative of the physical requirements necessary for an employee to successfully perform the essential functions of the **Community Health Educator** position. Reasonable accommodation can be made to enable people to perform the described essential functions.

While performing this job, the employee is required to sit often and use their hands and fingers, to handle or feel and to manipulate keys on a keyboard, the employee is occasionally required to stand, walk, reach with arms and hands, lift approximately 25 pounds on occasion, and to stoop, kneel, or squat, and drive on occasion. The noise level in the work environment is usually quiet to moderate.

How to apply: Candidates should email a **resume and cover letter** to humanresources@openingdoorsinc.org. Include "Community Health Educator" – [Your name]" in the subject line.

Opening Doors provides equal employment opportunities (EEO) to all employees, applicants and any third parties, for employment without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. In addition to federal law requirements, Opening Doors complies with applicable state and local laws governing nondiscrimination laws.

Opening Doors participates in E-Verify.