

# Lutheran Family Services AmeriCorps Position Description

<b>Host Site:</b> Lutheran Family Services	<b>Location:</b> Omaha
<b>Position Title:</b> Lutheran Refugee Services (LRS) Medical Services	<b>Date:</b> September 2010
<b>Paygrade:</b> AmeriCorps Full Time	<b>Reports To:</b> AmeriCorps Supervisor

**LFS Mission Statement:** Lutheran Family Services expresses God's love for all people by providing quality human care services that build and strengthen individual, family and community life.

**LFS Values:** Respect all people, families and communities. The pursuit of excellence is achieved through the education of staff and the celebration of diversity, collaboration and change. Integrity, accountability and teamwork are values that guide our communication and work in a manner that upholds the Agency's reputation and Christian value base.

**Position Purpose:** To ensure refugee clients receive all needed and required medical care and services, as well as, medical care education.

- Essential Position Duties:**
- Ensure all new refugee arrivals receive core health assessment and initial immunizations
  - Provide assistance in scheduling, transportation, and translation as needed.
  - Educate refugees about Nebraska healthcare system and assist refugees with Medicaid enrollment.
  - Referral of all special medical cases to appropriate follow up care.
  - Provide necessary documentation for newly arrived refugees to healthcare providers.
  - Assist in LRS staff so refugee receives core health services and documentation is on file.
  - Make proper community referrals (WIC) and assist with enrollment process.
  - Foster strong relationships with area healthcare providers to educate on refugee needs.
  - Assist LRS caseworker with Human Services activities as needed.
  - Complete all necessary client file documentation of services.

- Position Requirements:**
- U.S. Citizen or legal Permanent Resident
  - High School Diploma or GED
  - Driver's license, good driving record, and current insurance
  - Ability to be creative and innovative
  - Work well in a multi-cultural environment
  - Strong interpersonal, verbal and written communication skills
  - Flexibility to meet the constant changing LRS environment
  - Strong organizational skills
  - Must be flexible to scheduling time regarding evenings and weekends
  - Ability to communicate in one or more of the Omaha area refugee languages a plus.
- Criminal history, child abuse registry, adult abuse registry, sex offenders registry, Department of Motor Vehicles records checks will all be completed prior to offer of enrollment.*
- Hiring Manager Signature \_\_\_\_\_ Date \_\_\_\_\_
- Member Signature \_\_\_\_\_ Date \_\_\_\_\_
- Director Human Resources \_\_\_\_\_ Date \_\_\_\_\_

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, knowledge, skills, and abilities required of individuals so classified. Reasonable accommodations may be made to enable individuals with disabilities to perform essential job duties and responsibilities.