



## Healthcare Programs Assistant Volunteer Job Description

### About Us

PRERNA is a non-profit humanitarian organization that empowers refugees with opportunities to rebuild sustainable lives in the United States. We help refugees across all ethnicities and faiths become independent with continuum care. Our services include housing, supplies, healthcare, education, employment and cultural assimilation. We are located in Santa Clara County, California.

### Description

We are seeking volunteers who are interested in helping newly arrived refugees in the Fremont, Santa Clara and San Jose areas attain affordable and effective health care.

### Responsibilities

- Seek and maintain healthcare services for our refugee clients
- Process medical forms, coordinate necessary healthcare exams, immunizations and procedures for families
- Provide healthcare support for refugee families and guide them through the U.S. healthcare system
- Help families understand the process behind medical insurance and how to apply
- Drive refugee families to their medical, dental and other appointments and provide support as needed in their communications with healthcare professionals
- Build new healthcare partnerships and maintain existing ones across organizations, hospitals and individual healthcare entities
- Help expand PRERNA's healthcare support system and services for refugee families

### Qualifications

- Creative thinker, can-do attitude, proactive, takes initiative
- Strong project management skills to lead groups of people
- Multilingual abilities preferred
- Nonprofit experience and healthcare sector preferred, but not required
- Cultural sensitivity to people from different backgrounds
- Patient, understanding, flexible and a positive attitude

### Other

- Volunteers are especially needed in the Fremont, Santa Clara and San Jose areas
- Flexible hours

Created 5.22.17