

## Health Coordination Intern

The **African Community Center** (ACC) is seeking a **Health Coordination Intern!** The Health Coordination Intern will assist the ACC Health Coordinator in all aspects of the health coordination department, including the navigation and coordination of health care needs of refugees resettled through ACC. The Intern will learn to coordinate healthcare services for refugees by accessing and navigating Denver healthcare systems. This role will aid in improving the lives of refugees by developing ACC's health services programs to become more robust and supportive. As a Health Coordination Intern, you will gain an understanding of the refugee resettlement process, the ability to navigate Denver healthcare systems, increased knowledge of the obstacles refugees face in accessing health care, and the ability to coordinate healthcare services for refugees.

This position will be located in the main office at **925 S. Niagara St, Suite 200, Denver, CO 80224.**

**Time Commitment:** 12-16 hours/week; 4-month minimum

### What You Will Do:

- Assist the ACC Health Coordinator in **coordinating care** for refugees through **arranging transportation** to health appointments
- Assist in **health orientation** for new arrivals
- **Arrange** specialty and primary care **appointments** for community members
- **Advocate** for refugee healthcare services
- Help community members and the ACC Health Coordinator in **resolving medical billing issues and questions**
- Assist in healthcare **data entry and administration**
- Assist in **arranging access** to dental and vision care, especially for services not covered by Medicaid

**What You Will Gain:**

- An understanding of the refugee resettlement process and of the obstacles refugees face in accessing health care.
- An awareness of the challenges faced by marginalized populations
- A deeper understanding of refugee backgrounds and skill sets
- Improved intercultural communication skills
- Knowledge of non-profit operations and refugee programs/services in Colorado
- Access to direct training and supervision from your supervisor to promote growth and development
- The ability to collaborate with other departments within ACC
- Professional development

**What You Will Need:**

- A strong interest in community health and healthcare navigation, especially in regards to refugee resettlement
- Some college
- Strong interest in non-profit work
- Strong intercultural skills; demonstrated ability to work effectively with people from other cultural backgrounds
- Strong interpersonal and communication skills
- Strong organizational skills
- Able to learn quickly and to work independently
- Adaptable and flexible attitude
- Demonstrated interest in working with refugees
- Consistent and dependable work standards
- Ability to maintain client/agency confidentiality at all times
- Must have a clean driving record and background check.

**You Might Also Have (a.k.a. Nice-to-Haves):**

- Fluency in English and in one or more verbal and written languages of the local refugee population is preferred. Current priority languages include, but are not limited to: Arabic, Somali, Kiswahili, Tigrinya, Dari, Pashto, Nepali, Burmese and dialects spoken in Burma (Karen, Kachin, Rohingya and others).
- Relevant work or volunteer experience in program development, community outreach, or human services

Ready to make a difference in the lives of refugees and immigrants in Denver? ***Take the first step by sending a resume and cover letter to ACC's Volunteer Coordinator at [kate@acc-den.org](mailto:kate@acc-den.org).***

**About ACC:**

**Vision:**

ACC's **vision** is to be an integrative center of multicultural exchange where community members feel a sense of belonging and actively contribute to an inclusive society.

**Core Values:**

*Belonging:* ACC fosters security and trust by building welcoming and diverse communities

*Empathy:* ACC offers compassion and understanding to individuals from all communities

*Imagination:* ACC is committed to extraordinary creative pursuits that exceed the status quo

*Integrity:* ACC consistently exhibits honest and just actions that affirm its promises