**About the South Asian Network (SAN):**
SAN is a 31-year old grassroots, community-based, nonprofit organization dedicated to advancing the health, well-being, and civil rights of South Asians living in Southern California. It is one of the only South Asian organizations of its kind, providing outreach, direct services, and advocacy in three key areas: health and well-being, civic engagement, and gender-based violence. SAN embraces the diversity of the South Asian American community as strength and builds unity among South Asian immigrants in Southern California that does not exist in South Asia itself. It also strives to build alliances among the South Asian community, other immigrant communities, and communities of color in order to advance a shared progressive agenda for Southern California.

The SAN team is composed of highly dedicated, resourceful, accomplished and diverse individuals who are passionate about issues such as social justice, empowerment, and diversity and inclusivity. While our work atmosphere is casual, we employ the utmost levels of professionalism, excellence and integrity in our work. For more information about SAN, visit [www.sansocal.org](http://www.sansocal.org).

**About the Program Associate, Health role:**

**Type:** Full Time (30-40 hours/week) or Part Time (20-30hrs/week), Non-Exempt

**Salary/Wages:** $20/hour to $23/hour depending on experience.

Community Health Action Initiative (CHAI) Unit provides and promotes healthy living through education, empowerment, and access to healthcare for the underserved in the community. SAN also provides policy advocacy to increase healthcare access for the community. We also build coalitions with other community-based organizations, service providers, and elected officials to improve community access to quality and affordable physical, oral and behavioral health services. CHAI encourages families to adopt a healthier lifestyle through a broad spectrum of assistance including access to public benefits and health programs, counseling services, workshops on disease prevention and more. We work on chronic disease prevention and awareness such as cancer, heart disease, diabetes, etc. The CHAI Program Associate will serve as the program lead and report to the Program Manager.

**POSITION RESPONSIBILITIES:**

- Lead and execute COVID-19 relief projects in Los Angeles and Orange Counties, including overseeing deliverables, coordinating and tracking applicants, and communicating with clients by both online and in-person outreach
- Lead and execute different cancer prevention and awareness programs, make educational materials for the South Asian community, and do the outreach
• Organize, facilitate, and recruit community members for SAN Wellness Workshops in cultural and faith-based community centers - covering health issues such as heart disease, diabetes, cancer, obesity, etc.
• Create SAN’s monthly health and wellness newsletter - covering different topics each month
• Provide supportive service and advocacy to community members seeking access to quality and affordable healthcare including assessing needs and developing care plans
• Enroll community members in appropriate health plans and public benefits (medi-cal, CalFresh, etc.) and follow up to ensure community members are able to utilize services
• Provide accurate and up-to-date information and referrals to callers and clients
• Collaborate with organizations and service providers who engage in addressing the needs of low-income, limited English speaking community members including the elderly and caregivers
• Assist clients as they cope with challenging situations that arise in life by listening and supporting, inspiring, advocating and referring them to local resources
• Maintain strong working relationships with staff and programs and ensure agency representation within community resources
• Design, facilitate and present outreach, education and professional trainings, leadership to community members related to physical, oral and behavioral health
• Attend regular staff meetings, trainings and maintain regular contact with staff and supervisor, document and track services provided based on grant reporting provision as well as SAN’s internal reporting systems (Salesforce).
• Perform related duties essential to the position or the program

PHYSICAL REQUIREMENTS:
• In an eight-hour workday, the employee must be able to bend and crouch occasionally, sit continuously and stand or walk frequently.

REQUIRED QUALIFICATIONS:
• Bachelor degree in Public Health, Social Work, or related field
• Experience working with diverse populations including low-income, limited English speaking individuals and seniors
• Demonstrated understanding of the social determinants of health
• Ability to complete timely, confidential, and ethically appropriate documentation
• Comfort and competence in working independently as well as part of a team
• Strong computer skills including Word, Excel and PowerPoint
• Excellent communication and time management skills
• Ability to work flexible hours when necessary, including some weekends and evenings
• Valid California driver’s license, insurance, and vehicle that may be used during working hours
• English fluency + oral proficiency in at least one South Asian language
• Ability to support the mission and philosophy of the South Asian Network

DESIRES QUALIFICATIONS:
• Graduate degree in Public Health, Social Work, or related field
• Previous experience working with the South Asian community
• Experience in and understanding of the U.S. public health system
To apply, please email a cover letter, resume with salary expectations, and non-academic writing sample to: saninfo@sansocal.org.

**Deadline:** December 15th, 2021

*The South Asian Network is an equal opportunity employer that values diversity at all levels. All individuals, regardless of personal characteristics, are encouraged to apply.*