



Asian Coalition of Central MA (SEACMA)
50 Portland St., 5th Floor
Worcester, MA 01608

Job Description: Community Outreach Specialist

WHO WE ARE:

The Southeast Asian Coalition of Central Massachusetts (SEACMA) is a nonprofit organization that supports Southeast Asian immigrants, refugees, and long-term residents to meet their basic needs, overcome language and cultural barriers, successfully integrate into mainstream society, and become self-sustainable contributors in economic, social, and civic life. SEACMA is well positioned to meet the needs of the rapidly growing immigrant and refugee community in Central Massachusetts with continuing growth of services and outreach success.

THE OPPORTUNITY:

SEACMA seeks a Community Outreach Specialist to support immigrant and refugee individuals and families in Central Massachusetts. The Community Outreach Specialist will support the individuals and families in addressing health related social needs and promote economic development and civic engagement.

YOU WILL:

- Be a great listener, empathic and have a “can do” attitude.
- Act as a bridge and cultural broker between clients and social and health services.
- Able to communicate with and support Afghan individuals and families.
- Assist clients to fill out applications for benefits and other social related services such as: MassHealth, SSI/SSDI, Housing, Employment, Unemployment, Fuel assistance, and others.
- Help clients understand forms and applications by providing interpretation support.
- Assist clients in calling doctors’ offices and or hospitals to schedule appointment.
- Assist clients to understand health insurance options and to enroll in health insurance.
- Assist the client to find and enroll in ESL and Citizenship classes.
- Ensure that clients are treated with dignity and respect.
- Perform all duties in accordance with the agency’s policies and procedures
- Adhere to all principles related to SEACMA.

Qualification/Education/Experience:

1. GED, HS diploma or higher.