

Job Title

Example: Cultural Navigator (part-time, ~10 hours a week) - bilingual required

Organization Description

Example: The [insert your organization] is a community center that celebrates cultural diversity by creating an inclusive environment where residents from all backgrounds can practice, interact, share, and develop together. Our goal is to help immigrant and newcomer communities feel empowered to use their existing strengths and unique perspectives to enrich the city's diverse and inclusive community.

About the Role

Example: This position will support the organizational goals of assisting immigrant and newcomer communities, improving health equity, and including priority populations in public health disease control and response activities. Cultural navigators will support the case interview, contact tracing, and health education components of the public health response and other complementary efforts. Cultural navigators will also serve as a trusted and confidential source of information for community members, particularly during public health response efforts.

Responsibilities

Examples:

- Work with public health teams to include individuals from traditionally hard-to-reach communities in the public health response.
- Use cultural and linguistic navigation skills to introduce public health goals and roles, communicate public health messages using culturally appropriate approaches, help public health understand case status, and address barriers expressed by cases and contacts.

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- Work with public health to develop strategies to take cultural nuances into account when conducting public health interviews and delivering public health messages.
- Meet the priority population where they are and promote trust between community members and public health teams.
- Provide culturally appropriate educational outreach and messaging by attending community events, communicating with families in the school setting, and participating in a food pantry hosted by **[insert your organization]**.

About You

Example: The ideal candidate strongly desires to assist newcomer/immigrant communities and is familiar with the community's unique needs and perspectives. This person is collaborative and can work with a multidisciplinary internal team and external stakeholders. The candidate has excellent bilingual or multilingual language skills and is flexible and patient in the face of changes or challenges. Candidates must be reliable, have strong independent work skills, and be willing to share cultural knowledge with relevant stakeholders.

***NOTE:** This person **MUST** be bilingual in English and at least one of the languages listed below.

- **[Insert preferred languages]**

Required Qualifications

Examples:

- High school graduate or GED required.
- High English proficiency (ability to pass an English language proficiency exam, provided by **[insert your organization]**).
- Language requirements: Spanish/English or Burmese/English or Swahili/English or Kirundi/English or Arabic/English.

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- Demonstrated cultural and linguistic knowledge.
- Excellent listening, oral, and written communication skills.
- Familiarity with the needs of newcomer/immigrant communities.
- Flexibility, ability to work independently.
- Ability to work well with others, particularly with public health teams at state and/or local levels.
- Ability to complete health navigation training, as needed.
- Ability to serve as cultural broker and interpreter.
- Experience working with at least one local newcomer community in **[your state]**. Preference is given to those who are members or leaders of a newcomer community.
- Ability to build trusting relationships with community members and act as an advocate for and liaison between newcomer community and diverse network of providers.
- Ability to facilitate interactions between community members and stakeholders, such as government agencies.

Preferred Qualifications

Examples:

- A bachelor's degree in human services, foreign or domestic, or in a non-human services field with one year of relevant job experience is preferred.
- One year of direct service provision in human services/navigation or a related field is preferred.
- Familiarity with Microsoft Office and Google Suite.
- Ability to give and take direction accurately, efficiently, and with flexibility.

Compensation, Benefits, and Perks

Examples:

The starting salary for this role is \$30-\$50 per hour depending on experience, responsibilities, and experience.

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Reports to **[insert the direct supervisor position title]**. **[Insert your organization]** is an equal-opportunity employer. We value an inclusive workforce and culture. **[Insert your organization]** encourages applications from all qualified candidates without regard to race, ethnicity, color, religion, sexual orientation, gender identity or expression, age, national origin, marital status, citizenship status, disability, veteran status, and record of arrest or conviction. **[Insert your organization]** encourages candidates from non-dominant communities to apply.

To apply: Send a cover letter and resume to **[Insert contact information]**.