



## JOB DESCRIPTION

### Home Health Aide (HHA) Project Administrator

**Department:** Home Health Aide

**Position:** Full-time

**Time frame:** Permanent

**Application Deadline:** September 9 for best consideration. Open until the position is filled.

Organization Overview:	Home Health Aide (HHA) Program Overview:
<p>Encuentro’s mission is to transform New Mexico into a thriving community for all of its residents. We do this by engaging with Latine immigrant families in educational and career development opportunities that build skills for economic and social justice. Encuentro is committed to the belief that quality education should build both individual and community <b>knowledge</b>, and with that knowledge comes individual and community <b>power</b>. Encuentro’s collaborative model demonstrates that strategic community partnerships can expand and strengthen the safety net for immigrant families; furthermore, when programs are collectively offered in a culturally relevant, justice-oriented environment, they act as entry points into leadership development and community engagement opportunities, which build social capital and promote social and economic justice.</p>	<p>Demand for elder care services is on the rise as the Baby Boomer generation ages. While paid caregivers represent one of the fastest growing workforces in the country, there is a dearth of trained, culturally and linguistically competent providers nationally and more specifically, in the Albuquerque, New Mexico, Metro area. Encuentro has designed an innovative education and training program that places the experiences and needs of Home Health Aides (HHAs) engaged in the workforce at the center of program development. The program prioritizes comprehensive training and promotes the leadership and economic opportunities of Latine immigrant HHAs, creating an alternative to the low-wage, disempowered, and high-worker-turnover culture that characterizes the for-profit home health industry.</p>

### Position Overview:

Encuentro is seeking a talented and engaged Project Administrator to assist the HHA team in successfully implementing various important components of the overall HHA program. This entry level position is ideal for a passionate person looking to learn more about a community-based nonprofit program coordination and implementation, while gaining experience in a social justice oriented professional setting. This position will function as an important part of the HHA team.

### Responsibilities:

Provide administrative support to all HHA programming including: the HHA internships, Harvest to Health course, HHA Entry Level course and general HHA program needs. See details of administrative tasks per HHA program below.

### HHA Internships

- Support HHA client matching process
- Assemble and mail packets for HHAs and clients
- Support intern invoicing and payment process
- Coordinate the purchase and distribution of PPE

### Educational Program Support for HHA Entry-level course and Harvest to Health course

- Support with registration and recruitment process
  - Communication with potential students and graduates via phone and social media
  - Support with preparation of materials for registration, orientation, semester class work, and graduation
- Technical support for students building digital literacy skills
- Support Course Instruction (includes participation in evening classes three days per week)
- Database management support

### General HHA Administrative Support

- Coordinate mailing
- Coordinate quarterly meetings including communication and outreach
- Participation and coordination of HHA team meetings and Encuentro staff meetings
- Support Community Workshops
- Other duties as assigned

### **Required Skills:**

- Fluency in Spanish language proficiency
- Excellent verbal and written communication skills
- Strong organizational skills with attention to detail
- Time management skills and the ability to multitask
- Ability to work independently, and in a team environment
- Strong computer skills including experience with Microsoft Office Suite (Word, Excel, Powerpoint), Google Drive, and Zoom
- Participation in evening educational programs three days per week
- Experience working with Latine Immigrant community
- Respectful and supportive of adults' learning efforts
- Commitment to immigrant rights, social and economic justice

### **Preferred Skills:**

- Intermediate to upper intermediate level of English language proficiency
- Prior program coordination experience

## Expectations

- Emotional maturity with the ability to maintain balance and perspective.
- Flexibility in collaborative work, sharing responsibilities, supporting and recognizing the contributions of other colleagues.
- Commitment to diversity, respect for different races, ethnicities, identities, genders, sexual orientation, religions, history of arrests, socioeconomic circumstances and experiences of migration.
- Be personally committed to the values, mission, and goals of all Encuentro programming.

## Compensation and Benefits:

This is a full-time position (40 hours per week) with flexible scheduling to accommodate evening hours. The compensation is \$18/per hour (**\$37440 per year**). Employee benefits include health insurance, 401k retirement benefits, paid sick leave and generous vacation time.

## To Apply:

For best consideration, send your resume in English, and a cover letter in Spanish covering the responsibilities and skills mentioned above by September 9. Include your last name and “HHA Project Administrator” in the heading of your email. Send your email to [samantha@encuentronm.org](mailto:samantha@encuentronm.org). Visit our website for more information about our organization, services, and clients. No phone calls please. [www.encuentronm.org](http://www.encuentronm.org)

## Important:

*Encuentro is an equal opportunity employer. We value a diverse workforce and an inclusive workplace culture. Encuentro will accept and carefully review the applications of all qualified persons regardless of their arrest history, race, ethnicity, religion, sexual orientation, gender identity and expression, age, national origin, civil status, citizenship status, disability, or veteran status.*

*The person selected for this position will be required to present a work authorization document. For example, a Social Security card, passport, or employment authorization document (EAD card).*