



Care Coordinator

Nashville International Center for Empowerment (NICE), established in 2005, is a nonprofit 501(c)(3), ethnic community based organization, dedicated to ensuring refugees and immigrants achieve their full potential now and for generations to come. The Care Coordinator expedites client mental health referrals. The Care Coordinator will report to the Director of Health. This role works across home, community, school, and office settings. The ideal candidate will have the language capacity to serve multicultural populations. The Coordinator works in partnership with social service providers to reduce cultural barriers for immigrant and refugee children and families in need of mental health services. This is a full time, 40 hours per week position.

Major Responsibilities:

- Coordinates and screens clients for direct referrals to mental health services
- Provide preliminary intake assessments, needs assessments, and reassessment services for immigrant, refugee and asylee populations in Middle Tennessee
- Advocates for a comprehensive continuum of mental services available to NICE clients and staff
- Assists with crisis intervention for clients' experiencing safety concerns related to mental wellness
- Connects families with needed resources, addresses barriers and make referrals
- Provides training to community partners and mental health professionals on culturally and linguistically competent services for refugees and immigrants
- Maintains appropriate records and tracks grant outcomes
- Secures interpreters for clients who have limited understanding of the English language
- Primary outreach and treatment will focus on the Nashville clients, with additional support provided to Middle Tennessee cases (remotely) as needed
- Attends weekly and quarterly staff and team meetings
- Participates in NICE staff training and development activities
- Performs other duties as may be required by the supervisor
- Reports to the Director for day-to-day operations and works in partnership with the Health Education and PC/Elders Program Managers
- Other duties as assigned

Successful Candidates will demonstrate:

- Must be a self-starter with a high level of organizational skill, flexibility, and ability to work in a diverse team environment, across programs, to achieve outcomes
- Development of new and/or leverage of existing outside partnerships, to achieve outcomes
- Evidence of project management capability



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- Ability to prepare effective presentations in content and function
- Foster collaboration between team members, both internal and external to the department
- Use of intermediate quantitative research methods skills to participate in the design, coordination and conduct of research projects
- Capability to effectively manage key relationships both within our organization and outside our organization with both donors and partners

Requirements:

- Bachelor's Degree or higher (preferably in social work or psychology)
- Excellent written and oral communication skills
- Experience and knowledge in trauma informed treatment modalities
- Candidates that can speak any of the following: Swahili, Kinyarwanda, Somali, Dari, Pashto are preferred but not required
- Experience working in multi-cultural settings and working with diverse clientele
- Position requires availability to work irregular hours. Occasional evening and weekend work may be required as job duties demand
- Familiar with the local social services community a plus

Job Type: Full Time

Salary Range: \$39,000-\$45,000

Benefits: Benefits include: Paid holidays, vacation and PTO, health care, and 401k.

To Apply:

Send a cover letter and resume to careers@empowernashville.org. Qualified candidates will be contacted for an interview. No calls or emails. Applications without requested information will not be considered.

Nashville International Center for Empowerment does not and shall not discriminate on the basis of race, ethnicity, color, religion (creed), gender, gender identity/expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all members of our staff, clients, volunteers, subcontractors and vendors.

APPLICATIONS WILL BE ACCEPTED UNTIL THE POSITION IS FILLED.