



# 한울 종합복지관

## Hanul Family Alliance

CHICAGO  
5008 N. Kedzie Ave  
Chicago, IL 60625  
T: (773) 478-8851  
F: (773) 478-8552

NORTH SUBURBS  
1166 S. Elmhurst Rd  
Mt. Prospect, IL 60056  
T: (847) 439-5195  
F: (847) 439-5197

LAKE COUNTY  
2900 N. Main St, 1<sup>st</sup> FL  
Buffalo Grove, IL 60089  
T: (847) 393-7488  
F: (847) 393-7517

**Position:** Community Health Program Coordinator

**Employment type:** Full-time

**Office Location:** Suburban Office (1166 S Elmhurst Rd, Mt Prospect, IL 60056)

### Description:

- Provide short-term care coordination services, education and connection to resources to clients to improve their health and general well-being.
- Work with funding partners to carry out various community health projects.
- Coordinate and implement various health education workshops, seminars and vaccination events.

### Responsibilities:

#### *Individual Client Assistant*

- Assist clients in accessing health related services, including but not limited to: obtaining a medical home, providing instruction on appropriate use of the healthcare services, overcoming barriers to obtaining needed medical care and /or social services.
- Develop individually-tailored plans and goals for clients by conducting intake and assessment.
- Conduct regular check-ins (in-person or remote) with clients based on the client's initial goals, intake and assessment.
- Collect, analyze and report client data as required by Hanul and funding agencies.
- Educate clients on the proper use of the healthcare system and provide adequate coaching for effective management of chronic health conditions and self-care.
- Make referrals to other service departments at Hanul Family Alliance (ie. Home Care, Mental Health, Public Benefit Assistance Program) as well as outside organizations and agencies.

#### *Community Health Program Management*

- Coordinate workshops, seminars, classes and free health screening and vaccination events in collaboration with other health organizations.
- Conduct and participate in community outreach events to promote health services and educate community members
- Recruit program participants by making and distributing flyers, conducting community outreach, requesting media ads, etc.
- Prepare and submit reports required by funding agencies.
- Provide assistance with various health research projects by recruiting research participants, managing data collection and attending training, events and workshops in collaboration with research institutions.
- Attend training and meetings applicable to different health programs.

### Qualifications:

- The position requires successful completion of the requirements for bachelor's degree in public health, social work, psychology, sociology or other related field from an accredited college or university; or 2 or more years of equivalent experience in the field.
- Korean speaking ability is preferred, but not required.



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- Working knowledge of governmental and non-governmental programs and community resources preferred.
- Basic computer skills (MS Word, Excel, and PowerPoint) required.
- Excellent organizational, communication and interpersonal skills.

**How to Apply:** Submit a resume and a cover letter to [hanul@hanulusa.org](mailto:hanul@hanulusa.org).

For any questions, contact us at [hanul@hanulusa.org](mailto:hanul@hanulusa.org) or 773-478-8851.

**Visit Our Website:** [www.hanulusa.org](http://www.hanulusa.org)

All staff, volunteers and clients inside the Hanul office buildings are required to wear a mask at all times.