

Job Description

Position: Charitable Dental Care Fund Coordinator

Reports to: Executive Director

Objective:

United Way of Windham County seeks a Charitable Dental Care Fund Coordinator to facilitate support for the Charitable Dental Care Fund for Refugees and Asylum Seekers in Windham County.

Dental Care remains one of the most prevalent unmet health needs – particularly amongst BIPOC Vermonters, to include refugees and asylum seekers. The disproportionate need among this priority population begins at childhood and lasts a lifetime. Windham County has a population of 80 newly arrived Afghan refugees (which will swell to 100 by the end of 2022), and a growing population of asylum seekers that are fleeing systemic violence and oppression. By addressing preventative and therapeutic dental services for this population in Windham County, with focused attention on the social determinants of health, we are renewing the social contract for health of all of our neighbors.

The position is grant funded by Vermont Agency of Human Services/Department of Health. Grant end date is May 31, 2023.

Salary and Benefits

Compensation is \$28 per hour. Position is a part-time (20 hours) hybrid-remote position. Health Insurance, IRA match (3%), Health Savings Account, and Combined Time Off offered.

Essential Roles and Responsibilities:

- Manage United Way of Windham County Charitable Dental Care grant, including reporting, invoicing, and stakeholder/partner coordination
- Build and sustain relationships that advance oral health equity initiatives across Windham County
- Coordinate, facilitate, and provide technical assistance to community stakeholders and partners to include: Ethiopian Community Development Council and Community Asylum Seekers Project
- Develop, implement, and support a framework to build agency capacity to ensure that UWWC is a highly effective organization that operates with health and racial equity as a guiding principle
- Work to ensure that Windham County health outcomes are not determined by race, class, gender, income, or other group status
- Create measurable health and racial equity goals that align with UWWC's strategic plan

Brand Steward:

- Act with integrity and strong ethics to foster trust at all levels (personal, market and societal)
- Internalizes the meaning and commitment of United Way and consistently act according to its values and purpose.
- Demonstrate the value of the network; is a good system-citizen
- Accountable and transparent with all stake holders.

Shared Responsibilities:

- Act as a United Way of Windham County ambassador.
- Organized, creative, highly analytical, excellent verbal and written communication skills effective in a broad diversity of audiences.
- Demonstrate ability to work effectively and as part of a team
- Must be able to effectively multitask while managing details.
- Must be able to work independently and be self-motivated.
- Perform other duties, special projects and responsibilities as required.
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Diversity and inclusion are at the heart of what it means to LIVE UNITED and advance the common good; to be a diverse and inclusive system is fundamental to achieving our mission and vision. United Way of Windham County is committed to diversity and inclusion and is especially interested in candidates who can contribute to the diversity and excellence of the organization.

To apply send cover letter, resume, and three references to: info@unitedwaywindham.org or to United Way of Windham County, P.O. Box 617, Brattleboro, VT 05302.