POTENTIAL FELLOWSHIP: Haverford House Fellow – Stephen Klein Wellness Center

Project HOME is a Philadelphia non-profit organization empowering individuals to break the cycle of poverty and homelessness through affordable housing, employment, health care, and education. Our mission is to enable all of us to attain our fullest potential as individuals and as members of the broader society. Join us.

We are currently looking for a full-time (32 hours per week) Haverford House Fellow for the Stephen Klein Wellness Center location in Philadelphia, PA. The Fellow will primarily be responsible for assisting operations staff in health outreach to people experiencing homelessness, and other special projects. To find out more about Project HOME and the Stephen Klein Wellness Center go to www.projecthome.org.

DESCRIPTION OF DUTIES

- **Serve as Assistant Coordinator at our seasonal Hub of Hope program**, which is a joint program between Project HOME’s street outreach department and healthcare services. You will assist the lead Coordinator in organizing a combined housing case management and walk-in health clinic in Suburban Station, Center City Philadelphia, which is staffed by several PH personnel. The Hub of Hope is an entry point for hundreds of people each year who are homeless and looking for permanent supportive housing and healthcare services. The Hub operates January-April each year, with planning starting in October. When the Hub opens, this will be about 60% of the position.

- When the Hub of Hope is not in session, the Fellow will assist management in several special projects, including:
  - Health policy/Medicaid advocacy projects
  - Supporting medical street-side outreach teams
  - Supporting the North Philadelphia Wellness Collaborative, convened by Project HOME consisting of multiple agencies
  - Community health fairs
  - Quality improvement projects such as our annual patient satisfaction survey and focus group
  - And coordination of our growing Community Advisory Board

MINIMUM QUALIFICATIONS

- A heart for service; a passion for social justice; a recognition of the social determinants of health.
- An empathetic stance toward people with special needs including mental illness, substance dependence and physical disability.
- An enthusiasm for working on multiple and diverse projects; and the ability to be self-directed when working on those projects.
- An approachable personality
- A love of learning

PREFERRED SKILLS

- Proficiency with Microsoft Office Suite
- Driver’s license preferred.

This position is 32 hours a week at the Stephen Klein Wellness Center, 2144 Cecil B. Moore Avenue in Philadelphia, PA, a Project HOME location.

Project HOME is an Equal Opportunity Employer. All offers of employment are contingent on successful completion of a drug screen and background checks.