

# Site Coordinator

State of California and Remote

## **About IHAN:**

Integrative Healers Action Network is an emergency and disaster response organization comprised of a range of integrative health practitioners. Our Mission is to provide acute and long-term care to communities impacted by emergency situations by providing integrative healing modalities through systems that bridge medicines and organizations. In 2019, we signed a partnership agreement with the American Red Cross to bring disaster care to those displaced in Red Cross shelters.

## **Who this position is for:**

An individual excited about trauma informed disaster care. Someone who is passionate about integrative medicine and how it can improve quality of life in those suffering due to trauma. The ideal candidate is flexible, grounded and a highly competent individual with great communication skills and good boundaries.

## **General Responsibilities:**

- Coordination of practitioners to deliver care within sites
- Coordination with Red Cross site managers to ensure a continued positive relationship
- Site setup and breakdown within Red Cross Disaster Sites
- Maintaining safety of volunteers and clients through implementation and enforcement of policies and procedures
- Communication with administrators of IHAN
- General volunteer management role

## **Qualifications:**

- General knowledge and interest in integrative medicine modalities
- Interest in Trauma-Informed Care and Disaster Medicine
- Highly adaptable. The nature of this work is constantly changing. A qualified individual will have the skills and practices to remain

calm and be able to operate with frequent changes during disasters

- Self-starter and enjoys working collaboratively, yet has a strong work ethic and able to work remotely as well
- Has a capacity to be available at a disaster site for several days to a week at a time to support the organizations on the ground efforts
- Open to direction, improvement, and feedback
- Have a thorough understanding of trauma-informed care
- Clear communication, boundaries, and executive decision-making skills
- Experience in leadership positions
- Excel and Google Sheets experience a plus; must be technologically adept

**Other Notes:** Those with diverse background and experience encouraged to apply.

**Compensation:** Volunteer Position

**Hours:** Variable; 2-3 hours per week during training, and during disaster relief up for to 3 separate disasters 1-3 weeks at a time

**How to Apply:** Email [Cynthia@IHANClinics.org](mailto:Cynthia@IHANClinics.org) with resume and cover letter