
Position Description

Location:

Sonoma County. Admin portion of the job can be performed remotely.

About Integrative Healers Action Network (IHAN):

Integrative Healers Action Network (IHAN) formed during the 2017 Tubbs Fire in Sonoma County when we organized integrative health practitioners to provide massage therapy, acupuncture, naturopathic medicine, chiropractic care, homeopathy, and mind-body medicine therapies to evacuees and first responders. We have since established a 501(c)3 nonprofit organization and a community partnership with the American Red Cross. Through this partnership, IHAN establishes emergency integrative health clinics during a major disaster in the state of California. IHAN provides the structure and resources needed to provide safe, sustainable, and effective trauma-informed community care through integrative health modalities. Our mission is to transform trauma into resilience for communities impacted by disasters.

Reports to: Director of Volunteer Services

Hours: 4-6 hours per week. Higher during disasters.

Who this position is for:

An individual excited about trauma-informed disaster care, who is passionate about integrative medicine, and how it can improve quality of life in those suffering due to trauma. Someone who wants to shape policy within an organization that is rapidly growing and progressing. The ideal candidate is flexible, grounded and a highly competent individual with great communication and organization skills. Must have competency in programs such as Excel, Google Docs, and be able to navigate new website platforms. Experience in the following fields is highly preferred: trauma-informed care, integrative health, social work, psychology, and community organizing.

General Responsibilities:

- Data entry and compilation
- Administer verification process for volunteer practitioners
- Communicate with volunteers via email and phone
- Communicate with administrators of IHAN
- Coordination of practitioners to deliver care within sites
- Coordination with Red Cross/County site managers to ensure a continued positive relationship
- Site setup and breakdown within Red Cross/County Disaster Sites throughout California
- Maintaining safety of volunteers and clients through implementation and enforcement of policies and procedures
- Organization of volunteers through social and web-based campaigns.

- General volunteer management role
- Administration duties and tasks for capacity building

Qualifications:

- Basic computer competency, must be technologically adept
- Good interpersonal skills
- Clear communication
- 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 capacity to increase availability when disaster situations arise
- Open to direction, improvement, and feedback
- Has a capacity to be available at a disaster site for several days to a week at a time to support the organization's on the ground efforts
- Open to direction, improvement, and feedback
- Have a thorough understanding of trauma-informed care
- Minimum 1 year of work experience in related field
- Bilingual Spanish skills preferred but not required

Tools you'll use in this role include Weebly, MailChimp, Canva, Slack, Trello, Salesforce CRM, and Google Drive/Docs/Sheets.

IHAN is proud to be an equal opportunity employer. IHAN strongly encourages and seeks applications from immigrants, Black people, Indigenous people, people of color, women, people with disabilities, members of the LGBTQIA community, and other underrepresented and historically marginalized groups. IHAN maintains a policy of non-discrimination with respect to employees and applicants for employment. No aspect of employment will be influenced in any matter by race, color, religion, sex, age, national origin, marital status, ethnicity, religion, sexual orientation, gender identity and/or expression, physical disability (including HIV or AIDS), medical condition, perceived physical disability, veteran status, or any other basis prohibited by statute.

Operating Principles and Values

Compassion, Equity, Collaboration, Empowerment.