



Asthma and Allergy
Foundation of America®

ST. LOUIS CHAPTER

<u>Position</u>	BREATH Program and Development Coordinator
<u>Classification/Hours</u>	Non Exempt, Full-Time, 40 hours/week. Some evening and weekend may occasionally be needed.
<u>Reports To</u>	Program Director and Development Director
<u>Position Summary</u>	The BREATH Program and Development Coordinator is the key role responsible for managing BREATH and improving asthma management behaviors of high-risk patients by conducting ongoing individual education sessions and providing case management. Under general supervision, the BREATH Program and Development Coordinator works collaboratively with the Program Director to assess, plan, and provide asthma-specific education and individualized wellness programs to achieve optimal clinical and quality of life outcomes. This position will also support the Director of Development in promoting and executing special events, creating development materials, and assisting in maintaining the donor database.

About BREATH Bridging Resources to Encourage Asthma Treatment and Health, or BREATH, is Asthma and Allergy Foundation of America – St. Louis Chapter’s (AAFA-STL) comprehensive asthma and allergy management and prescription assistance program for children/young adults between birth and 22 years old who have been diagnosed with asthma and/or allergies of all types. Clients’ families are within 175% of the federal poverty guidelines and live in our 6-county service area surrounding St. Louis. Demographics of BREATH clients are 82% African American, 8% Caucasian and 7% Bi/Multi-Racial.

Primary Duties

BREATH Management

- Manage BREATH and serve as a health coach and case manager to BREATH clients
- Connect client to resources & community partners to manage their asthma, allergies and overall health
- Keep accurate records and documentation of communication with clients
- Provide education and utilize evidence-based standardized protocols to promote self-management strategies for asthma
- Collaborate with children, caregivers, families, school personnel, hospital personnel, and other service providers within the community to improve asthma management behaviors
- Connect clients with referrals to environmental home assessments through Southeast Missouri State University and Southern Illinois University – Edwardsville’s We Care Clinic
- Assess families’ readiness to adhere to asthma management behaviors, and address families’ barriers to asthma care to achieve maximum health

Other Program Duties

- Teach asthma and allergy education classes (ABCs of Asthma/Allergies, AllerTrain™)
- Represent AAFA-STL at community partner meetings
- Attend presentations and health fairs, as needed
- Serve on AAFA-STL’s asthma program and food allergy committees
- Other duties and responsibilities as assigned

Development

- Assist with fundraising events. This will involve pre-event planning as well as assisting with set up and break down.
- Coordinate donor mailings
- Create development and marketing materials. This will include drafting appeal letters, donor thank you letters, as well as creating attractive digital and print marketing materials for event promotion.
- Maintain the donor database with Director of Development
- Undertake special projects as assigned

Knowledge, Skills and Abilities

- A thorough understanding of the clinical management of pediatric asthma
- Excellent verbal and written communication skills
- Exceptional attention to detail and accuracy
- Well-developed interpersonal skills
- Experience and cultural competency with underserved, low-literacy, and low-income populations
- Exemplary organization skills
- Team player with an optimistic, “can-do” attitude
- Adaptability and flexibility to always put clients’ needs first
- A supportive, professional demeanor that makes it easy to connect with parents and children
- Ability to work both independently and as part of a team. Being a self-starter is a bonus.
- Sensitivity to maintain confidentiality and comply with Health Insurance Portability and Accountability Act (HIPAA)
- Knowledge of concepts, practices and principles related to asthma and public health, community wellness, collective impact and/or social determinants of health
- Ability to solve logistical issues and collaborate with multiple colleagues and departments
- High competency in Microsoft Office Suite, Google for Nonprofits, and database software (Apricot or other CRM preferred)

Qualifications

- Bachelor’s degree or 3 or more years’ experience in social work, sociology, nursing, public health, respiratory therapy or other social science or health-related field
- One or more years’ experience working with culturally diverse and low-income populations
- One or more years’ experience teaching patients about chronic conditions
- An awareness of Non-profit fundraising culture is strongly desired
- Reliable transportation is required

Compensation

- Salary commensurate with experience.
- AAFA-STL pays 70% of health, dental, vision and short term disability insurance and matches up to 3% of annual salary in a Simple IRA. Life and AD&D Insurance provided.
- Employees accrue up to 12 days per year in vacation and 12 days of sick leave in their first year of employment plus two floating holidays along with limited schedule between Christmas and New Years.
- No more than 40 hours per week is expected.
- This position requires occasional night and weekend availability with advanced notice

How to Apply

Highly qualified and interested applicants should submit their cover letter, resume and two references no later than May 29, 2020 to: applicant@aafastl.org. No phone calls please.