

VALENTINE PETER MUKUNDENTE

6379 West Thor Way
West Valley, Utah 84128
Ph. 801-706-1227
vmukundente@yahoo.com

COMMUNITY HEALTH WORKER (CHW) COVID-19 COORDINATOR CAREER PROFILE

Seeking to Transfer Broad-Based Skill Set, 13+ Years of Experience in Case Management & Service Provision, Team leading, Coordinating, Facilitating, Training, Presenting, Research Support, Community Outreach, and Community Empowerment Success, into the mission and vision of the Utah Public Health Association.

Core Knowledge & Skill Areas

❖ Community Organization	❖ Strong task prioritization	❖ Capacity Building
❖ Leadership and Coordination	❖ Community Resources ❖ Case Management	❖ Goal Setting & Decision Making
❖ Research Support	❖ Public Presentation	❖ Delegation & Planning
❖ Innovative & Creative	❖ Team Player	❖ Microsoft Office - Power Point Presentation, Excel, Internet.
❖ Project Development	❖ Self and Team Motivation	❖ Multi-Lingual (English, French, Swahili, Kinyarwanda, Nyanja, Kirundi)
❖ Report Preparation	❖ Performance & Project Management	

Relevant Field Experience

University of Utah

Center for Clinical & Translational Science

Community Collaboration & Engagement Team Salt Lake City, Utah April 2019-Current

PROGRAM COORDINATOR

- Coordinate the Community Faces of Utah (CFU) collaborative, that includes leaders of organizations serving diverse communities, Utah Department of Health staff, and University of Utah faculty and staffs
- Refer CFU Community Health Workers (CHWs) to different resources
- Contribute to CHW Certification Trainings with Utah Department of Health
- Attend weekly CHW Section meetings with Utah Department of Health
- Recruit Community Advisory Board (CAB) members
- Co-facilitate CAB meetings
- Coordinate and facilitate CFU meetings
- Communicate with members via phone, email and text to facilitate the CFU work between meetings
- In the process of creating a new, comprehensive website that showcases CFU projects and accomplishments
- Meet with researchers to plan their collaboration with CFU

- Ensure reporting is completed with partners

Department of Workforce Services Salt Lake City, Utah April 2012-April 2019

EMPLOYMENT COUNSELOR

- Assist with program planning and implementation
- Compile, sort, and organize data for entry into a database, distribute program information
- Answer telephones and give information to callers, take messages, or transfer calls to appropriate individuals
- Respond to queries and coordinate activities with other departments/divisions, or the community, and program partners
- Distribute flyers for events
- Assist in tracking and reporting on current trends to determine future program needs
- Provide information, explain policy and procedures, and/or facilitate resolutions
- Assist employers in providing employment specific trainings to new employees
- Ensure compliance with applicable federal and/or state laws, regulations and/or agency rules, standards and guidelines, etc.
- Monitor and evaluate operations, programs, processes and/or practices for quality and effectiveness; make recommendations for improvement
- Speak clearly, concisely and effectively; listen to and understand information and ideas as presented verbally
- Communicate information and ideas clearly and concisely in writing; read and understand information presented in writing
- Use logic to analyze or identify underlying principles, reasons, or facts associated with information or data to draw conclusions

International Rescue Committee Salt Lake City, Utah Sept. 2007-Feb. 2012

Case Manager Team Leader.

- Compile, sort, and organize data for entry into a database, distribute program information
- Answer telephones and give information to callers, take messages, or transfer calls to appropriate individuals
- Assist in providing logistical support for events, meetings and process evaluations
- Respond to queries from and coordinate activities with refugee community and program partners
- Assist in tracking and reporting on current trends to determine future program needs
- Provide information, explain policy and procedures, and/or facilitate resolutions
- Conduct orientations for newly recruited participants and provide training for 10 new staff members and interns
- Act as a resource to provide information or determine the most effective way of meeting the needs of management, staff, and/or clients
- Ensure compliance with applicable federal and/or state laws, regulations and/or agency rules, standards and guidelines, etc.
- Act as a resource for management and staff; provide technical support within the area of responsibility
- Analyze, summarize and/or review data; reports findings, interpret results and/or make recommendations
- Work with employers and volunteers by maintaining open and ongoing communication to help refugees become self sufficient
- Monitor financial grants for refugees by explaining and encouraging employment and proper expenditure of funds

- Assist with staff recruitment and interview process

Education & Training

- Wayland Baptist University MS Public Administration May 2020
- University of Utah BA International Studies May 2012
- Salt Lake Community College AA International Studies May 2004

LANGUAGES SPOKEN

- English
- French
- Swahili
- Kinyarwanda
- Kirundi
- Nyanja

VOLUNTEER WORK

- | | |
|--|----------------------|
| • Best of Africa | October 2006-Present |
| • Community Faces of Utah/University of Utah | March 2009-Present |
| • United Africans of Utah | June 2008-Present |
| • Utah Women and Girls Coalition (UWAG) | May 2011-May 2016 |
| • Rwandese Organization of Utah | August 2011-Present |

References

- Halima Hussein
- Department of Workforce Services
 - Refugee Services Office
- Women’s Refugee Coordinator
 - Phone: 801.433.8859
 - e-mail: hhussein@utah.gov

- Darija Cerninski
- Department of Workforce Services
 - Refugee Team, Supervisor
 - Phone: 801.979.1458
 - Email: dcernin@utah.gov

- Heather Brown M. Ed.
- University of Utah
 - Community Collaboration & Engagement Team, Program Manager
 - Cell Phone: 801.707.502
 - e-mail: bheather.brown@utah.edu