



# MECCA

MULTI-ETHNIC COLLABORATIVE  
OF COMMUNITY AGENCIES

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Early Intervention Services for Older Adults (EISOA)

**PROGRAM COORDINATOR**

## **POSITION OVERVIEW:**

The function of the Program Coordinator is to be an active team member of the Programming Department. The Coordinator will work closely with the Program Manager, Director of Programs, Finance and Administration Manager, and front-line programming staff in ensuring the highest quality of MECCA's programs. The Program Coordinator is responsible for conducting regular appraisals of MECCA's EISOA program and responsible for the overall programmatic elements, community engagement, program networking and case management support. The Program Coordinator is also expected to contribute to the innovative design of new programming opportunities and outreach to increase MECCA's impact within its communities.

**CLASSIFICATION:** Programs (Full-Time, Non-Exempt)

**REPORTS TO:** EISOA Program Manager

## **KEY RESPONSIBILITIES:**

### **Front-line Program Coordinator**

- Provide support for subcontracted front-line programming staff with the development and coordination of education sessions, intervention services, support groups and social engagement activities for program participants and assist subcontracted front-line staff with the development and coordination of these sessions ensuring promotion and communications of programming
- Provide Program Case Managers with clinical feedback as needed, provide quality assurance, provide technical support to ensure overall quality of the program and ensure compliance with behavioral health standards.
- Assist Program Case Managers in conducting outreach to increase awareness about program particularly for multicultural and other underserved communities by attending community collaborations and building relationships
- Assist subcontracted front-line staff with assessments and evaluations in collaboration with MECCA's Research & Evaluation team
- Coordinate crisis management, support and guidance for participants who may have serious mental health issues
- Assist Program Manager to develop and implement programming strategies that will maximize program impact in collaboration with staff

### **Program Development**

- Assist Program Case Managers with ensuring that MECCA complies with all of its funding and contractual agreements potential volunteers, health care providers and the general public to build the capacity of the program
  - Develop and support related volunteer initiatives, outreach, training and program initiatives
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- Assist Program Manager with monthly report compilation, measure collection, other program data collection, assist in developing systems for improving participant data collection and improving quality assurance and results when needed

### **Communications and Curriculum Development**

- In collaboration with other members of the Programming Department, develop and coordinate new and/or utilize existing curriculum and presentation training materials and systems to train partner agency programming staff, peers, volunteers and participants
- Conduct program community outreach and develop program marketing materials in collaboration with Executive Director

- Conduct community outreach to recruit peer mentors and volunteers and recruit, enlist, and train potential participants,
- Conduct program presentations to the community and develop and maintain effective community relationships
- Develop and maintain communications systems, calendars, marketing systems and ensure OC Health Care Agency approvals of flyers
- Help outreach team to promote the program in the community through social media, marketing campaigns, community events and conferences
- Develop program reports in collaboration with the Executive Director and perform other duties as assigned

**MINIMUM QUALIFICATIONS:**

- Bachelors in social work, marital family therapy, gerontology, psychology or other related field
- Experience working with geriatric wellness, psychosocial wellbeing, strengths and vulnerabilities of older adult's especially isolated individuals and knowledgeable about mental health diagnosis, treatment and resources.
- 1 year of previous experience working in a multidisciplinary team of care providers including mental health and overall physical health
- Understanding and applying Health Insurance Portability and Accountability Act (HIPAA) guidelines
- Must have excellent interpersonal communication skills.
- Must have excellent networking, organizational, communication and listening skills.
- Demonstrated cultural competence and knowledge of culturally responsive practices.
- Demonstrated knowledge and sensitivity to ethnic issues as they relate to behavioral health
- Working knowledge of research and evaluation methods
- Working knowledge of programs and services available in Orange County.
- Strong coordination, communication, outreach and advocacy skills
- Occasional weekend hours as needed, ability to work a flexible schedule and available to staff for consultation.
- Ability to do some travel for conferences, meetings and trainings.
- Bilingual/Bi-literate in Spanish, Korean, Vietnamese, Farsi, Arabic or other language(s) preferred
- Valid CA Driver's License and reliable transportation with proof of car insurance
- Must pass criminal background check

**PHYSICAL, MENTAL, AND ENVIRONMENTAL DEMANDS AND CONDITIONS:**

- Must possess body mobility to stand and/or sit frequently or for an extended period of time at meetings, trainings, conferences or community events in office or offsite community locations
- Must be able to function effectively in a standard office environment and have the ability to move about to perform daily office tasks such as access files cabinets and office machinery
- Prepare and present presentations with appropriate technology and teaching resources
- Must be able to communicate information accurately, clearly and concisely in normal vocal tone
- Must be able to transport laptop, projector, files and/or other materials to and from meetings
- Must be able to drive to and from meetings and do site visits with community agencies
- Must possess manual dexterity sufficient to use hands, arms and shoulders to operate a keyboard, take notes, utilize office equipment, complete and file reports, and file and copy documents
- Must possess vision sufficient to read standard text and drive a vehicle
- Must possess the ability to independently reason logically to analyze data, reach conclusions and make recommendations as required in the accomplishment of job duties

**COMPENSATION:** \$23 - \$26 an hour

**LOCATION:** Santa Ana, CA

**BENEFITS:**

- Medical, vision, and dental insurance
- Term life insurance with ADD
- Employee Assistance Program
- Professional development reimbursement
- 14 paid holidays + 1 paid floating holiday

*\* Temporary remote position - the duties of this job may be performed remotely and by virtual communications during times such as the COVID-19 pandemic and/or at the discretion of supervisor*

Equal Employment Opportunity: MECCA is an at-will and equal opportunity employer and seeks to employ and assign the best qualified personnel in a manner that does not discriminate based on race, color, religion, gender, marital status, age, national origin, physical or mental disability, sexual orientation, veteran/reserve and National Guard status or any other status or characteristic protected by law.

**For consideration submit your Resume and Cover Letter to [humanresources@ocmecca.org](mailto:humanresources@ocmecca.org)**