

**THE MULTI-ETHNIC COLLABORATIVE OF COMMUNITY AGENCIES**  
**(Part time) Behavioral Health Program Coordinator**

**POSITION OVERVIEW:**

The Behavioral Health Coordinator will work closely with the Collaborative Manager, Executive Director, Collaborative partners, and Local and Statewide partners to develop a continuum of care and support for youth in diverse communities struggling with Substance Use Disorder.

**POSITION:** Behavioral Health Coordinator  
**CLASSIFICATION:** Program (Part-Time Non-Exempt) 20 hrs. Per week  
**REPORTS TO:** Collaborative Manager

**KEY RESPONSIBILITIES:**

**Program Design and Development**

- Assists with the ongoing development of a youth advisory structure with existing youth led coalitions and new partners.
- Assists with developing a plan to implement a community outreach model that creates content to disseminate through MECCA's 9 agency partners, school districts, and community CBO network.
- Assists with Engagement, Screening, Assessment, and Referral.
- Increase parents and family's knowledge of SUD/OD and StUD, and treatment by assisting with curriculum development and training facilitation.

**Community Outreach and Education**

- Increase the number of youth receiving SUD treatment by establishing and strengthening referral pathways and linkage across the criminal justice system, schools, foster and homeless youth, and Sheriff's Department Youth Outreach Program.
- Assists youth and families with navigating the health and social service systems to access treatment and support for SUD
- Increases capacity of schools to address treatment and recovery needs of students.
- Expands education & awareness of SUD by leading campaigns and recovery support projects to promote resilience in diverse communities.
- Provides youth and families with wraparound support and long-term recovery by coordinating referrals and warm hand-off between clinical team and community outreach team.
- Educates families on youth SUD and available treatment by providing family/parent education trainings online and in person to diverse communities.
- Collaborates with agency partners to develop support groups for parents with youth in treatment for SUD.
- Builds resilience in youth by promoting prosocial and healing activities.

**MINIMUM QUALIFICATIONS:**

- High School Diploma or equivalent and 1-2 years of applicable experience in Substance Use Disorder Outreach, Mental Health Counseling, Counseling/Guidance, Public Health) preferred.
- Demonstrated knowledge and sensitivity to cultural issues as they relate to behavioral health and substance use disorder
- Working knowledge of research and evaluation methods
- Strong coordination, communication and advocacy skills
- Bilingual/Bicultural in Spanish, Korean, Vietnamese, Chinese, Farsi, Arabic, Khmer or other language(s) preferred
- Valid CA Driver's License and acceptable driving record and valid car insurance
- Must pass criminal background check

**COMPENSATION:**

\$23.00/ hr. - \$25.00/ hr., DOE, Non-exempt

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

**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

*This description reflects management's assignment of essential functions. This job description is subject to change at any time. This description is intended to indicate the kinds of work duties that will be required in this position. It is not intended to limit, or in any way modify, the rights of any supervisor to assign, direct, and contract work of staff under his/her supervision. The use of a particular illustration describing duties shall not be held to exclude other duties, not mentioned, that are of a similar level or difficulty. Diversity in organizational practices is a core value of MECCA resulting in culturally competent services, materials, resources, and programs. Our hiring and business practices appreciate the strengths offered through different backgrounds.*

*MECCA is an Equal Opportunity Employer and does not discriminate on the basis of race, ethnicity, religion, gender, age, physical disability, and sexual orientation. MECCA complies with all EEO and ADA guidelines.*