

JOB DESCRIPTION

Job Title:	Community Engagement Specialist
Organization:	Asian American Recovery Services, Inc. (AARS, Inc.)
Program/Dept:	Youth Services—Early Intervention and Prevention—Project Tam An
Location:	San Jose and Milpitas
Reports To:	Program Manager, Youth Prevention Services
Classification:	Regular, Part-time, Non-exempt
Salary Range:	\$33,000 – \$41,000 p.a.

Description: Funded by the Robert Wood Johnson Foundation, Project Tam An works to raise awareness and provide prevention and intervention services in mental health by engaging schools, families, and communities in the Vietnamese immigrant population in San Jose, California. Designed to be most culturally proficient in its outreach and intervention methods, Tãm An has three overarching goals: (1) to increase the awareness of adolescent mental health and substance abuse issues, (2) to improve access to mental health resources and services and (3) to improve overall mental health and social functioning among Vietnamese adolescents. To meet these goals, we provide a range of services: youth counseling to pre-adolescents at Morrill Middle School, parenting skills/support group, media outreach through weekly radio programming and newspaper articles, and an annual Forum called Families Today and Tomorrow. The Community Engagement Specialist is directly responsible for providing the parenting skills/support group, the media outreach; and assisting in the Annual Forum.

Primary Duties and Responsibilities (other duties may be assigned):

Parenting skills and support group

- Provide culturally appropriate workshops to Vietnamese care-givers on parenting skills, cross-cultural understanding, and adolescent mental health development and issues;
- Provide support to and engage with parents, linking them to community resources as needed;
- Ensure participation of 8-10 parents per workshop;
- Outreach to parents through telephone and newsletter;
- Establish and maintain trusting relationships with parents and families;
- Monitor parent participation, report to clinical supervisor/program manager as necessary.

Media outreach

- Research and compile material, interviews, announcements, etc. for Vietnamese language radio show—20 minutes segment, weekly show;
- Record the content at radio station, or at interviewee meeting place;
- Respond to listeners/audience in timely manner;
- Liaise with media contractor on project issues;
- Maintain records of listeners/audience who call or write in;
- Based on radio show content, write up a weekly article to be published on Viet newspaper.

Annual Forum

- Formulate and design content for culturally competent Forum workshops;
- Deliver and facilitate Forum workshops;
- Outreach towards goal of 300 community participants;
- Maintain good working relationships with partners and collaborators;
- Gather and compile data for event.

Other duties

- Conduct ongoing assessment of services;

- Assist in compiling reports and in presentations to funders and other stakeholders;
- Maintain good working relationships with school partners, media partners, community organizers, other stakeholders;
- Participate in weekly program meeting;
- Attend training as required;
- Participate in AARS community events.

Preferred Qualifications:

- Bachelor's degree in a Behavioral Science from an accredited college or five years experience providing health or human services for adolescents;
- Experience in the provision of school-based mental health or other social services;
- Experience in compliance to federal, state, and local government grant requirements;
- Experience in program planning, program development and implementation, and program evaluation;
- Skills in building consensus and fostering productive collaborative efforts;
- Knowledge of principles and techniques of social work, case management, crisis intervention, client centered counseling, and group facilitation;
- Understanding of immigrant Asian/Vietnamese cultural issues and dynamics in diverse ethnic communities;
- Understanding of parenting and adolescent developmental issues;
- Bilingual/Bicultural in Vietnamese;
- Ability to maintain a flexible work schedule.

Application Procedure: This position will remain open until filled. Send resume and letter of interest to:

Asian American Recovery Services, Inc.
Attn: Tram Nguyen, Program Manager, Youth Prevention Services
 1340 Tully Road, Suite 304
 San Jose, CA 95122

Or email: tnguyen@aars-inc.org

Or Fax (408) 271-3909

Due to large volume of resumes received, we are unable to acknowledge receipt of all applications. Candidates who meet specific qualifications will be contacted during the course of this search. Please do not contact agency by phone.

AARS, Inc. is an equal opportunity employer. We encourage applicants from diverse backgrounds, including women, those from different racial and religious backgrounds and diverse sexual orientations. Reasonable accommodation will be made for persons with disabilities.

1.12.09