



Asian Community & Cultural Center

-Celebrating Asian Heritage and Serving All Immigrants-

144 N. 44 Street, Suite A, Lincoln, NE 68503

402-477-3446 FAX 402-477-4508

www.lincolnasiancenter.org

Mental Health Training Program Coordinator

Availability:

July 1, 2017

Approx. 16 hours per week –Work time and day are flexible. Starting salary is \$22-25/hour or based on experience. *Applicants must submit a resume, cover letter, and contact information for three professional references to sheila@lincolnasiancenter.org*

The following job description includes the major responsibilities and expectations. This list is not all inclusive; the incumbent may be expected to perform job-related duties other than those contained in this list.

Job Description:

The person will be responsible for coordinating a Community Health Endowment 3-year grant to arrange training for peer supporters, interpreters, and mental health professionals in refugee-specific, trauma-related therapy techniques. This person will also be charged with creating and leading networking/continued education groups for the peer supporters, interpreters, and mental health professionals. This person will oversee all aspects of the grant including supervising peer supporters, writing and submitting reports on grant progress, and working with the researcher/evaluator to conduct needs assessments of potential trainees and evaluate trainee progress throughout the program.

Duties and Responsibilities:

- Attend and successfully complete all required training programs, staff meetings and complete all related assignments in a timely manner
- Act as a representative of the ACCC in public forums in a positive, knowledgeable and professional manner
- Provide accurate and timely reporting of work performed and outcomes in the form of attendance tracking, database management, a monthly report to the Executive Director, and through grant reports.
- Monitor the budget and spending with attention to grant requirements
- Help build relationships with diverse populations and organizations in the area
- Collaborate with human service agencies, schools, and other resources to offer training for peer supporters and therapists to support our community of refugees and other immigrants, including:
 - Designing/modifying training curricula to meet local needs
 - Recruiting trainers
 - Managing logistics (e.g. managing trainer travel, distribution of stipends, securing training venues, etc.)
- Recruit participants for the program, including using community contacts and knowledge to seek out potential participants and find out what community member needs are. Will develop promotional materials as needed.
- Greet and direct clients to appropriate staff whenever needed

Qualifications:

- Experience in a professional environment and grant management, required
- Experience working with diverse communities, especially refugees and immigrants, required
- Master's degree in social work, marriage and family therapy, counseling, or psychology, required
- A full clinical license to practice in the state of Nebraska, preferred; provisional licensees will be considered

- Specialized training in treating trauma, preferred
- Must be able to work independently and demonstrate team building, problem solving, time management, stress management, and decision making skills
- Must possess great communication skills including effective verbal, writing and listening skills and the ability to make effective presentations
- Excellent organizational and leadership skills including the ability to maintain effective working and community relationships
- Communicate in a friendly and informative manner with people from a wide variety of cultural and ethnic backgrounds
- Must have good computer skills and be proficient in Microsoft Word, Excel, Internet and e-mail.

Position reports to and is supervised by ACCC Executive Director/CEO and is advised by the NATF Mental Health Subcommittee