

**Primary Care Coalition
Behavioral Health Program Coordinator
Asian American Health Initiative**

Location	Rockville
FLSA	Non-Exempt
Full or Part-Time	Full
Telecommute	No

Organization Description

Primary Care Coalition of Montgomery County (PCC) in collaboration with the Asian American Health Initiative (AAHI) seeks a highly organized and motivated individual for the position of Behavioral Health Program Coordinator. AAHI is part of the Montgomery County Department of Health and Human Services (HHS). AAHI's purpose is to develop appropriate health programs that meet the needs of a diverse group of Asian Americans living in the County. To learn more about AAHI, please visit www.AAHInfo.org.

Job Overview

The Behavioral Health Program Coordinator increases awareness and provides education on behavioral and mental health and related services to Montgomery County residents. Responsibilities include: attending community outreach activities, engaging with local community leaders to develop mental health programming, creating educational materials, planning and implementing community education efforts, organizing trainings for Health Promoters and community members, conducting literature reviews, researching promising practices, and networking with behavioral health providers.

Responsibilities

- Assess behavioral and mental health needs and behavioral health service utilization in the Asian American community
- Develop yearly program goals, objectives, and work plans
- Research, organize, and maintain a database of behavioral and mental health services and providers
- Create culturally and linguistically competent materials to educate the Asian American community
- Attend health fairs and community outreach events on weekends and evenings
- Liaise and collaborate with community partners
- Work with partners to develop community education initiatives around behavioral and mental health
- Educate community members and Health Promoters on behavioral and mental health and resources

- Assist individual community members with accessing services as needed
- Actively participate in various community and professional meetings
- Utilize innovative and creative health education methods to educate hard-to-reach members of the Asian American community
- Support other AAHI activities

Requirements

- Bachelor's Degree in social work, psychology, public health, or other related fields and 3+ years related experience **or** Masters in social work, psychology, public health or other related field and 1+ years related experience
- This position requires the ability to attend outreach activities and meetings or perform work at locations outside the office. This employee must be available to work on weekends and evenings and transport supplies and equipment to location to perform duties.
- Above average ability with Microsoft Office applications (Excel, Word, PowerPoint, and Publisher, etc.)
- Strong verbal and written skills
- Able to prepare draft reports
- Capable of working both independently and in teams
- Strong work ethic
- Inter-county travel is required
- Excellent oral and written communication skills
- Bilingual ability in another Asian language is preferred but not required

ADA Requirements

This job operates in a professional office environment. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- This role routinely uses standard office equipment such as computers, telephones, photocopiers, filing cabinets and fax machines.
- This is largely a sedentary role; however, some filing may be required.
- This would require the ability to lift files, open filing cabinets and bend or stand as necessary.
- Requires ability to learn new software applications as necessary.
- Must be able to lift up to 20 pounds.
- May require occasional travel.

Disclaimer

This job description indicates in general the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of an incumbent. It is not designed to cover or contain a comprehensive listing of

activities, duties or responsibilities required of an incumbent. An incumbent may be asked to perform other duties as required.

Please apply online: <https://primarycarecoalition.applicantstack.com/x/detail/a2smxndtd5yg>