

SSG-ASIAN PACIFIC COUNSELING AND TREATMENT CENTERS

JOB POSTING

Title: Project Coordinator
Part-time (30 hours/week)
Pay Range: TBD by Director

Division: Asian Pacific Counseling and Treatment Centers
Location: Riverside, CA
Posted: September 29, 2021

Summary

Asian Pacific Counseling and Treatment Centers, a division of Special Service for Groups, Inc. (SSG), is seeking a Project Coordinator to manage a grant from the Riverside University Health System-Public Health (RUHS-PH) covering the period of October 2021 to May 2023. The grant will address COVID-19-related disparities in Riverside County's underserved Asian Pacific Islander communities with two overarching strategies: (1) Mobilize partners to advance health equity and address social determinants of COVID-19 related health; and (2) Increase/improve data collection and reporting for populations disproportionately affected by COVID-19. The study period is from October 2021 through May 2023.

Essential Duties

- Oversee project subcontractors to ensure successful implementation of project activities and requirements.
- Provide training, support, and monitoring of subcontractors to conduct COVID-19 related outreach, education, and health navigation.
- Conduct in-person and virtual outreach, education workshops and support groups to APIs targeting health, mental health, and stress, including coping strategies for anti-Asian discrimination/hate.
- Occasional travel to/in Riverside County for meetings, trainings and provide support to subcontractors' in-person outreach and workshop activities.
- Coordinate with project researcher/s and subcontractors in implementing needs assessment surveys, focus groups and data collection on COVID-19 testing, exposure, infection, vaccination, and associated COVID-19 health outcomes in API communities.
- Participate in the development of an API community advisory group that includes AAPI community organizations, RUHS-PH and Behavioral Health, health care providers, managed care organizations, and other county entities. The goal is to implement public health efforts quickly and efficiently in the AAPI communities during future viral outbreaks, informing and supporting county health and mental health programs, and expanding the outreach and engagement of API community members.
- Participate in other AAPI coalitions to further the goals of this project.

Minimum Qualifications

- Master's degree in public health preferred, or MSW/MFT with some education or experience in public health. Licensure (as MSW/MFT) is not required.
- Strong leadership, coordination, and networking skills
- Experience collaborating with diverse social and ethnic groups, community organizations, county agencies, and community members.
- Bilingual in Mandarin, Korean, or Filipino (Tagalog) is strongly preferred. Familiar with the needs of disadvantaged API ethnic groups.
- High level oral and written communication and organization skills.
- Computer Literacy – ability to use MS Office, Outlook, and Adobe Acrobat programs
- Reliable transportation and proof of a valid California driver license and auto insurance
- Fully COVID-19 vaccinated (2 weeks from last vaccination dose to be considered fully vaccinated)

Submit cover letter & resume to employment@apctc.org

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SSG will consider for employment qualified applicants with criminal histories in a manner consistent with the requirements set by law.*