

**SPECIAL SERVICE FOR GROUPS, INC.
ASIAN PACIFIC COUNSELING AND TREATMENT CENTERS**

JOB ANNOUNCEMENT/ADVERTISEMENT

Position: Bilingual Mandarin Chinese Parent Partner, Part-time (30-32 hrs/week)
Program/Site: SSG/APCTC West Covina Center or Riverside Center
Rate: \$21-\$28/hour

▪ Summary

Under the direction of the Program Coordinator/Manager, the Parent Partner acts as a role model and provides guidance and support to parents of children and adult clients receiving mental health treatment.

▪ Essential Functions

- Develop respectful working relationships with clients and families while maintaining appropriate boundaries.
- Provide assistance to parents in supporting their child's (client's) mental health treatment and recovery. Assist parents to manage the client's symptoms and improve functioning.
- Collaborate actively with the treatment team to outreach and engage clients to receive mental health services, identify and link clients and parents to beneficial services and resources.
- Contribute to the development of the client's crisis/safety plan and coach parents on implementing safety plan.
- Support parents during a client's psychiatric hospitalization process. Provide information on the process and support during hospital discharge planning.
- Provide assistance to parents during the clients' mental health, medical, Supplemental Security Income (SSI), housing application appointments, school IEP meetings, Regional Center intakes, court hearings, etc.
- Participate in Children and Family Team Meetings (CFT). Empower parents by eliciting their voice and choice in the process and advocating for the family.
- Help parents and their families identify, and combat stigma and discrimination associated with mental illness.
- Participate in intra- and inter-agency meetings and consultations related to the client and provide input for effective service delivery.
- Complete timely documentation and billing as required.
- Regular attendance required.
- Overtime, holiday, or weekend work may be required for client crises or urgent services.
- Occasional to frequent driving to/from community locations for client/client-related appointments and meetings.
- Maintain and uphold Agency mission statement, values, policies, procedures, and principles.

▪ Minimum Qualifications - Knowledge, Skills and Abilities Required

- **Lived experience and/or familiar with the mental health system**, having gone through the mental health system themselves or having family member/s who have received services from the mental health system. Must be familiar with the mental health system, mental health recovery principles and be able to explain the recovery process to clients and their families.
- Fully bilingual and fluent in both Mandarin Chinese and English.
- Exhibit excellent interpersonal and community skills, compassion, and competence necessary to work with people with mental illness and their families.
- Computer Literacy – ability to use MS Office, Outlook, Adobe programs and any other relevant computer programs that are necessary to fulfill the required job duties.
- Proof of a valid California driver's license and car insurance; Reliable transportation.
- Proof of eligibility for employment. Background check will be required.

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- Application: Submit cover letter and resume to employment@apctc.org.
Application closes when position is filled.