



## JOB ANNOUNCEMENT

**Title:** Program Manager  
**Reports to:** Director of Programs  
**FLSA Status:** Exempt  
**Effective Date:** June 1, 2019

### PURPOSE OF POSITION

Under the direct supervision of the Director of Programs, the Program Manager is responsible for providing local-level advocacy (at the county and community levels) in the Bay Area region that will increase awareness of and access to culturally and linguistically relevant mental health resources for Latino immigrants and refugees that increase wellness, recovery, resilience, and empowerment.

The qualified candidate will achieve program objectives by coordinating the implementation of advocacy, outreach and education work plans, engaging a broad range of stakeholders on behalf of immigrants and refugees including individuals with mental health needs, their families, service providers, representatives of communities that are unserved and underserved by the community mental health system and mental health policy makers.

### DUTIES AND RESPONSIBILITIES

- Conducts 2-3 listening sessions per county with 10-12 Latino immigrants and refugees per session to gather personal narratives related to mental health (MH), trauma.
- Engages with and gathers feedback from Visión y Compromiso's Regional Network Committees in the Bay Area to identify potential advocacy and policy ideas for mental health among immigrants and refugees.
- Prepares written materials related to MH needs of Immigrants & Refugees (I&R).
- Meets with at least 1 representative of the MH Depts and county level decision making entities in each Bay Area County to share information, plans of the project and discuss areas of collaboration.
- Meets with other county level decision making entities in each Bay Area county to discuss areas of collaboration.
- Prepares and submits a briefing document within 30 days of each meeting.
- Schedules quarterly trainings for County MH providers and submits briefing document within 30 days of training.
- Coordinates 1 countywide roundtable every 6 months in each county to address the mental health needs of I&Rs.
- Identifies opportunities to advocate for improved access to MHS PEI funds, Innovation funds, and/or other funding sources to establish new programs and services.

- Incorporate advocacy activities for I&Rs and share project findings at VyC's annual Legislative Day in Sacramento.
- Coordinate a briefing with elected officials to highlight community-based innovations.
- Hosts a regional MH conference with tracks for promotores and MH service providers.
- Trains promotores and VyC's Advocacy Committee about the need for mental health services for I&Rs and build promotores' and consumers' skills to join commissions, coalitions or mental health boards.
- Regularly reviews implementation efforts against the project timeline and recommends improvements or course corrections as needed in order to meet program goals.
- Maintains consistent and constant communication with the Director of Programs regarding all program components and organizes and leads regular meetings with all the program teams.

Other duties may be assigned. The duties listed here are typical examples of the work performed; not all duties assigned are included, nor is it expected that all similar positions will be assigned every duty.

### SUPERVISORY RESPONSIBILITIES

Directly supervises a part-time administrative assistant. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.

### MINIMUM QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

A minimum of five (5) years' experience working with monolingual and/or bilingual Latino communities.

A minimum of five (5) years' experience working in mental health and/or advocacy projects focused on underserved communities.

A minimum of five (5) years of project management experience, specifically projects related to immigrants and refugees.

A minimum of five (3) years of personnel supervisory experience.

### EDUCATION

Bachelor's Degree (B.A.) from an accredited four-year institution, preferably in Public Health, Public Policy, Sociology, Education, or a related field.

### CORE COMPETENCIES

Ability to establish and maintain effective and collaborative working relationships with co-workers, public officials and the general public.

Able to effectively work with overlapping projects and deadlines.

Adaptable and reliable in the face of conflict, crisis, or changing priorities.

Ability to participate in a team setting and provide support by managing multiple and often simultaneous tasks, and in contributing to the creation of a work environment that is recognized for a high level of ethical integrity, quality work, timeliness, cost-effectiveness, accuracy, and results.

## CERTIFICATES, LICENSES AND REGISTRATIONS

Valid California Driver's License and basic liability insurance.

## LANGUAGE SKILLS

Ability to read, analyze and interpret general reports, procedures, or regulations. Ability to complete reports and write business correspondence. Ability to effectively present information and respond to questions from individuals, groups and the general public in English and Spanish. *Because of the population served, the ability to read, write and speak in English and Spanish is required.*

## COMPUTER SKILLS

Proficiency in MS Office Suite (Word, Excel, PowerPoint, Outlook) and Internet Explorer or other widely used and supported Internet browsers as well as proficiency with social media platforms like Facebook, Facebook Messenger, Instagram and WhatsApp.

## TRAVEL REQUIREMENTS

Ability to travel 50% of time throughout the Bay Area. Ability to travel to multiple locations in one day as needed.

## PHYSICAL DEMANDS

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.

The employee will sit, talk, hear and use hands up to 3/4 of the time. The employee will stand and walk up to 1/4 of the time. The employee is routinely required to carry and/or lift up to 10 pounds.

## WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work environment varies with the locations at which outreach and educational activities are conducted. Brief exposure to the elements (cold, rain, wind, sun) in the course of traveling to and from locations and entering and exiting facilities is possible.

## CONTACT

Please forward a resume and cover letter to Hugo Ramirez, Director of Programs at [hugo@visionycompromiso.org](mailto:hugo@visionycompromiso.org).