



JOB ANNOUNCEMENT

Announcement Date: July 13, 2011
Position: TEMPORARY Prevention Specialist, Bilingual English and Vietnamese
Program: Suicide Prevention, Education, Awareness and Knowledge Program (SPEAK)
Closing Date: Until Filled
Start Date: Immediate opening
Salary: Commensurate with experience
Hours: 10 hours per week
Period of Employment: July 1, 2011 – November 30, 2011 (5 months only)

Summary

Under the supervision of the Program Director, the Prevention Specialist will provide presentations and outreach to communities of Central San Diego Asian and Pacific Islanders regarding suicide prevention and awareness. UPAC is a subcontractor with San Diego Unified School District Mental Health Resource Center (MHRC) on the SPEAK program. This program has a contract end date of November 30, 2011.

Duties & Responsibilities

- Attend the Yellow Ribbon *Be A Link* and *Ask 4 HELP* training.
- Develop skills to provide the *Be A Link* presentation to Vietnamese and other Asian and Pacific Islander families and caregivers in a group format.
- Provide consultation to Mental Health Resource Center and District staff on outreach and engagement mechanisms to Asian and Pacific Islander families and caregivers which is culturally appropriate and effective.
- Provide community outreach to Asian and Pacific Islanders as one part of the multi-level suicide prevention and early intervention SPEAK Program, including making contacts with Vietnamese media
- Participate in Core Team meetings coordinated by MHRC SPEAK Program Manager.
- Collaborate with MHRC and District staff in the development and progression of the SPEAK program
- Provide English-to-Vietnamese translation of short articles regarding mental health
- Documentation of services and outcomes.
- Regularly report to Program Director of program updates and progress.
- Able to work after normal business hours.
- Other duties and responsibilities as assigned.

Qualifications

- Bilingual in English and Vietnamese
- Ability to work effectively in a collaborative, inter-agency environment.
- Ability to hold large scale group presentations

- Good oral and written communication skills.
- Ability to work with culturally diverse communities and families.
- Ability to interact effectively with the public.
- Ability to work independently, as well as cooperatively as a member of the multi-disciplinary team.
- Ability to use sound judgment and function effectively and calmly in stressful situations or times of crisis.
- Ability to maintain strict confidentiality with regard to sensitive or proprietary information or materials.
- Basic computer knowledge.
- If employee drives his/her personal automobile for UPAC business, employee must have a valid driver's license and comprehensive automobile insurance coverage, as required by law.
- Will not be debarred or excluded from participation in Federal programs by the General Services Administration and/or the Department of Health and Human Services of the Inspector General.
- Must pass fingerprint background check (Live Scan)
- Must have TB clearance

TO APPLY: Mail, fax or e-mail your resume to:

Union of Pan Asian Communities
Human Resources Dept.
1031 25th Street
San Diego, CA 92102
FAX: (619) 232-4113
EMAIL: lpassons@upacsd.com