

**Rio Vista CARE/Family Resource Center  
Project Coordinator Job Description  
Solano County Interdisciplinary Collaboration and Cultural Transformation Model (ICCTM)**

**The Position:**

Rio Vista CARE has partnered with the UC Davis Center for Reducing Health Disparities to implement the Interdisciplinary Collaboration and Cultural Transformation Model (ICCTM), an MHSa Innovations funded project aimed to improve access and utilization of mental health services in three underserved communities in Solano County: Latino, LGBTQ, and Filipino-American.

The primary responsibility of the Project Coordinator is to develop and implement core strategies for improving community outreach to and engagement with the Latino, Filipino and LGBTQ communities in the greater Rio Vista area. The primary goal is to facilitate and foster collaboration with and communication between services-oriented groups in Solano County Behavioral Health Division (BHD), Rio Vista CARE, Community-based Organizations, and the above-mentioned communities. The Coordinator will serve as a liaison between the community and project team. The position is exempt and will be for approximately 36 hours per week. Hours and rate of pay may be increased or reduced subject to the availability of funds.

**Reports to:**

Rio Vista CARE Executive Director

**Duties:**

**1.**

**Operations**

- a. Identify key players in and best practices used by Solano County Community-Based Organizations (CBOs) that support mental health advocacy and service delivery to primarily the target communities (Latino, Filipino and LGBTQ).
- b. Collaborate with Solano County CBOs and create an interagency communication strategy that supports effective partnerships across agencies in Solano County.
- c. Organize community forums in the Latino, Filipino and LGBTQ communities within the greater Rio Vista area and across Solano County that focus on their specific mental health needs and uncover existing cultural and/or linguistic barriers to care related to those needs.
- d. Create and implement action plans, based upon community-identified needs, which ensure ongoing and meaningful interaction with Rio Vista CARE, Solano County BHD and CBOs, and targeted communities.
- e. Assist in tailoring CLAS (Culturally and Linguistically Appropriate Service Standards) Transformational Training curriculum to address the cultural and linguistic needs of the project target populations.
- f. Discuss project progress and disseminate related materials back to the target communities.
- g. Participate in Center for Reducing Health Disparities (CRHD) team working groups, meetings, trainings, and other relevant events to share and collect ideas for continuous program improvement.
- h. Incorporate CLAS Transformation Training, interagency collaboration, and leadership development in Rio Vista CARE's policies, programs, and practices.
- i. Help develop and implement a plan that monitors and evaluates ICCTM practices, including ongoing data collection and accountability. Ensure that results will inform practice and policy.

**2.**

**Reporting**

- a. Develop and submit monthly progress reports and invoices.
- b. Create annual evaluation in close collaboration with CRHD to include four-year work plan, data collection methods/procedures, community engagement approaches, details about challenges or barriers to services provision, and recommendations for improvement of mental health service delivery.
- c. Submit bi-annual report that includes at least one emerging best practice with an accompanying measurement tool that operationalizes program effectiveness.
- d. Assess and update RVC's work-plan biannually to ensure successful completion of performance goals and develop new performance goals.

**Requirements:**

1. Higher education in a human services field; Bachelor's Degree preferred
2. Availability to travel across Solano County and to Sacramento.
3. Valid California Motor Vehicle Operators License.
4. Clean DMV record.
5. Access to a private vehicle during working hours.
6. Proof of automobile liability insurance.
7. Bilingual in English and Spanish
8. Experience working with underserved communities, particularly Latinos, and developing and maintaining community partnerships
9. Background or training in cultural humility and restorative justice
10. Expertise in coordinating collaborative community projects
11. Experience creating key communication and education materials for underserved communities.
12. Excellent written and verbal communication skills.
13. Excellent interpersonal skills.
14. Excellent time management skills.

**Salary:** \$46,800 - per year plus benefits

Please e-mail your resume and cover letter to Adriana Bejarano, Executive Director at [abejarano@rvcare.org](mailto:abejarano@rvcare.org) or mail to 628 Montezuma St., Rio Vista, CA 9471