



Job Description: Bienestar Lead Coordinator, Early Intervention Programs & Services

Reports To: Executive Director

Location: Fillmore, CA (Some Travel)

Job Type: Full-Time, 40 Hours A Week, Paid Bi-Weekly, Hours May Increase depending on Program Needs (90 Day Probationary Period)

Program: Bienestar – To Learn More Visit -

<https://myonestep.org/bienestar-1>

Program Overview

The Bienestar Wellness Program at One Step A La Vez is designed to support the mental, emotional, and physical well-being of youth and their families throughout the community. Recognizing that many youth face barriers such as poverty, trauma, discrimination, community violence, family instability, and limited access to culturally responsive services, the Bienestar Wellness Program creates safe and supportive spaces where youth and families can access the care, guidance, and support they need to thrive.

Through culturally responsive and trauma-informed services, Bienestar Wellness Program provides access to counseling referrals, peer support groups, wellness workshops, youth development activities, prevention education, and case management tailored to the unique needs of adolescents and families. The program emphasizes building coping skills, strengthening resilience, promoting healthy relationships, and encouraging positive lifestyle choices that support long-term wellness.

The Bienestar Wellness Program integrates mental health awareness, prevention strategies, youth empowerment, and holistic support to help youth and families strengthen their sense of identity, improve communication and relationships, and develop the tools necessary to overcome personal and systemic challenges. The program's goal is to ensure every young person feels seen, heard, valued, and supported in leading a healthy and fulfilling life.

Position Summary

The Bienestar Coordinator is responsible for coordinating and implementing youth wellness and behavioral health support services that promote emotional well-being, resilience, prevention, and community connection. The Coordinator will lead culturally responsive programming focused on mental health awareness, wellness education, youth engagement, family support, and community outreach.

This position works directly with youth and families to provide supportive services, facilitate wellness activities and workshops, coordinate referrals and resources, and strengthen protective factors that contribute to healthy youth development. The Bienestar Coordinator will help create safe, welcoming, and healing-centered environments where youth feel empowered and connected.

Essential Duties and Responsibilities

Teen Drop-In Center Support and Coordination

- Work alongside the Teen Center Manager and support the daily operations of the Teen Center and assist in the implementation of daily activities and services.
- Create a safe, structured, welcoming, and inclusive environment for youth ages 12–19.
- Support and facilitate youth-centered programming focused on wellness, leadership, prevention, social connection, and personal development.
- Ensure programming promotes resilience, emotional wellness, protective factors, and behavioral health outcomes.
- Utilizing a CRM Database, maintaining participant engagement and attendance records.
- Support youth experiencing social isolation, trauma-related stress, or early behavioral health concerns.

Youth Wellness & Supportive Services

- Coordinate and facilitate youth wellness programming focused on emotional health, resilience, coping skills, and healthy lifestyle development.
- Provide supportive case management, resource navigation, and referrals for youth and families needing behavioral health, educational, social service, or community support.
- Conduct intake, needs assessments, and follow-up support for program participants.
- Support youth experiencing stress, anxiety, trauma, grief, social isolation, family conflict, or other behavioral health challenges.
- Promote positive youth development through strength-based engagement and mentorship.

Behavioral Health Awareness & Intervention Support

- Facilitate and coordinate wellness workshops, psychoeducational groups, peer support circles, and intervention-focused activities.
- Working with the Early Intervention team, develop and facilitate mental health awareness campaigns, community education initiatives, and brief behavioral health

interventions that promote prevention, early intervention, and emotional wellness among youth and families.

- Support youth in developing healthy coping skills, emotional regulation, and resilience.
- Assist with referrals and linkages to behavioral health and community services when needed.
- Foster supportive peer relationships and positive social engagement.
- Utilize trauma-informed and culturally responsive approaches in all interactions.

Family & Community Engagement

- Build trusting relationships with youth, parents, schools, and community partners.
- Support family engagement activities that strengthen communication, support systems, and parent-youth relationships.
- Coordinate outreach and community engagement efforts to connect underserved youth and families to services.
- Collaborate with schools, behavioral health providers, community organizations, and local agencies to support participant needs.
- Assist with planning and implementation of community wellness events and activities.

Documentation, Reporting & Compliance

- Using the organization's CRM and other data collection tools, maintain accurate program records, attendance logs, incident reports, activity documentation, and participant information.
- Track youth participation and program performance measures.
- Complete required reports and data entry by established deadlines.
- Assist with surveys, assessments, and evaluation activities.
- Ensure compliance with organizational policies, confidentiality requirements, and funding expectations.

Team Collaboration

- Participate in staff meetings, supervision, professional development, and training.
- Work collaboratively with program staff, youth leaders, behavioral health providers, and community partners.
- Support continuous quality improvement efforts.
- Maintain professional and ethical standards in all interactions.
- Assist in other duties as assigned by the Executive Director or their designee.

Minimum Qualifications

- Degree of Higher Education in Social Work, Psychology, Human Services, Counseling, Education, Youth Development, Public Health, or related field preferred.
- One Step A La Vez values lived experience, cultural knowledge, community leadership, and demonstrated professional experience. Equivalent combinations of education, training, volunteer service, community leadership, and relevant work experience will be considered in lieu of formal educational requirements.
- Minimum 1–2 years of experience working in youth development, behavioral health, community programming, recreation, or social services.
- Minimum 1 year of supervisory or leadership experience preferred.
- Experience working with adolescents and underserved populations.
- Knowledge of trauma-informed care, positive youth development, and culturally responsive practices.
- Strong communication, organizational, and conflict-resolution skills.
- Ability to manage multiple responsibilities in a fast-paced environment.
- Bilingual in English and Spanish required.
- Must possess and maintain a valid California driver’s license throughout employment.
- Reliable transportation and current automobile insurance are required.
- Ability to travel regularly for meetings, learning excursions and community events and providing transportation to youth.
- Ability to pass background clearance requirements initially upon hire and throughout annual compliance.
- CPR/First Aid certification preferred.

Preferred Qualifications

- Experience operating youth centers, drop-in programs, or after-school programs.
- Familiarity with behavioral health prevention and early intervention services.
- Experience with youth leadership development models.
- Knowledge of ACEs, resilience frameworks, and behavioral health protective factors.
- Experience working with LGBTQ+, immigrant, first-generation, and justice-involved youth.
- Experience with data collection, outcome tracking, and program evaluation.

Core Competencies

- Youth engagement and mentorship
- Leadership development
- Trauma-informed care
- Cultural humility and responsiveness

- Group facilitation
- Community outreach and partnership development
- Behavioral health prevention and wellness promotion
- Communication and public speaking
- Organization and documentation
- Team collaboration and adaptability

Schedule & Working Conditions

- Schedule is Monday to Friday working between the hours of 11:00 – 7:30 p.m. and set upon hire. Flexibility is a must.
- Occasional weekend work is required to support community activities and events.
- Mandatory Two-Weeks of Time-off both during Summer and End of Calendar Year.
- Work performed in offices, community, and field-based environments. Frequent travel throughout Fillmore, Piru, Santa Paula, and surrounding communities.
- Frequent interaction with youth and families in group settings and community events.

Physical Requirements

- Ability to sit, stand, walk, bend, and move throughout program locations for extended periods.
- Ability to lift and carry supplies, equipment, and materials up to 50 pounds.
- Ability to supervise indoor and outdoor youth activities.

Compensation and Benefits

Compensation ranges from \$21.00 to \$25.00 per hour, depending on a combination of education, qualifications, and relevant experience. Employees receive five (5) paid sick days annually. Vacation time accrues over the course of employment, and medical and dental benefits are available for enrollment in accordance with company policies. Eligible employees may also participate in the company's voluntary 401(k) retirement savings plan.

Application Process: Please submit your resume, cover letter, and any relevant certifications to pedro@myonestep.org. In your cover letter, please detail your experience in early intervention services and your approach to working with teens and young adults.

Revised: 6/23/2026

Equal Opportunity Employer Statement

One Step A La Vez is an Equal Opportunity Employer committed to fostering a diverse, inclusive, and respectful workplace. Employment decisions are made without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, age, disability, veteran status, or any other characteristic protected by applicable law. All employment decisions are based on qualifications, merit, organizational needs, and the ability to perform the essential functions of the position.