



Title: Program/Research Associate  
FTE: Fulltime  
Report to: CRDP-Program Manager and Director  
Location: The Fresno Center, Fresno, CA

**POSITION SUMMARY:**

In response to former U.S. Surgeon General David Satcher's call for national action to reduce mental health disparities, the former Department of Mental Health (DMH), with support from the Mental Health Services Oversight and Accountability Commission (MHSOAC), the California Mental Health Directors Association (CMHDA) and the California Mental Health Planning Council (CMHPC), created a statewide policy initiative to identify solutions for historically unserved, underserved, and inappropriately served communities. Under the Office of Health Equity, this statewide Prevention and Early Intervention effort created the California Reducing Disparities Project (CRDP). The project focuses on addressing mental health disparity in five populations:

- African Americans
- Asians and Pacific Islanders (API)
- Latinos
- Lesbian, Gay, Bisexual, Transgender, Queer, and Questioning (LGBTQ)
- Native Americans

Now in Phase II, the CRDP focuses on funding and evaluating the promising practices that were identified in Phase I, as well as advancing the strategies outlined in the CRDP Strategic Plan. In all CRDP has awarded \$60 million to 41 contractors and grantees throughout the State.

The Fresno Center and its Hmong Mental Health Collaborative Partners in Merced and Stockton is one of the 35 grantees in the state awarded to implement a pilot project. The Partners' goal for this project is to validate the Hmong Helping Hands (HHH) intervention as a community defined evidenced practice for the Hmong population. The Hmong Helping Hands (HHH) intervention is a direct prevention and early intervention program that aims to reduce depression, anxiety, and acculturation issues in Hmong adults and elders by improving their physical, psychological, social, and spiritual well-being and increasing their knowledge/awareness of mental health issues.

The primary role of the Program Research Associate will be to assist the Program Manager and Director in the day-to-day operation of the project.

**Major responsibilities include:**

- Support Program Director and Manager administratively;
- Schedule meetings, record minutes and make appropriate logistical arrangements;
- Work with the Partners to review the progress of the project and evaluation process;
- Compile data information and prepare reports as needed;
- Transfer data from paper formats into computer files or database systems using keyboards, data recorders;
- Type in data provided directly correctly;
- Review data entered to ensure completeness and accuracy;
- Update existing data;
- Retrieve data from the database or electronic files as requested;
- Sort and organize paperwork after entering data to ensure it is not lost;
- Maintain detailed and accurate records and filing system in order to accurately retrieve data;



- Make phone calls to project participants;
- Traveling to and from other partners;
- Provide transportation support to project participants.

**KNOWLEDGE OF:**

- Public and private agency services available for Hmong families;
- Methods of effectively communicating with and outreaching to Hmong consumers
- The needs and difficulties faced by Hmong who utilizes mental health services.

**SKILLS AND ABILITIES TO:**

- Understand and follow oral and written instructions;
- Work harmoniously with Hmong participants and community;
- Establish and maintain strong working relationships with a wide range of community agencies and organizations;
- Write basic reports;
- Understanding of and ability to provide culturally appropriate and sensitive services;
- Communicate effectively in Hmong, including interpretation and translation;
- Maintain confidentiality of all information.

**MINIMUM QUALIFICATIONS:**

- ✓ Must possess a Bachelor's Degree and some experiences in working the non-profit sector.
- ✓ Have experiences in working with and outreaching to the Hmong community.
- ✓ Must be competent in computer skills, such as Windows, excel, word processing, power point presentation, and other software programs.
- ✓ Must be able to speak, read, and write in Hmong fluently.
- ✓ Must have a valid driver's license.

**FLSA STATUS:**

Non-Exempt

**CLOSING DATE: September 24, 2018 @ 5:00 P.M. - Position is contingent upon continued funding.**

To apply, please submit a cover letter, resume and three references **via email** to Melanie Vang at [melanie@fresnocenter.org](mailto:melanie@fresnocenter.org), with Program/Research Associate in the subject line, or you can pick up an application at The Fresno Center, 4879 E. Kings Canyon Road, Fresno, CA 93727. The Fresno Center values diversity and is an affirmative action employer. All interested individuals, including women, people of color, people over forty, and persons with disabilities are encouraged to apply.