



Position: Behavioral Health Program (BHP) Coordinator
Status: FT, Nonexempt, 40 hours per week
Salary: Between \$25-\$30, based on qualifications
Location: Akron and Cleveland Offices

Mission Statement

Asian Services In Action (ASIA) strives to serve, support, and advocate for Asian Americans and Pacific Islanders (AAPIs), and immigrants and refugees, so they prosper and flourish. ASIA is the largest health and human services agency serving the Asian American/Pacific Islanders (AAPIs) community of Northeast Ohio. ASIA runs two federally qualified health centers/International Community Health Center (IHC) —one in Cleveland and one in Akron—that specialize in linguistically and culturally competent care for immigrants and refugees, including substance abuse and mental health services. ASIA’s IHC serves all patients regardless of ability to pay. ASIA also provides all the wrap around social services for this community to thrive in Northeast Ohio.

We are seeking a Behavioral Health Program (BHP) Coordinator to support the program’s data collection and evaluation processes and assist the Program Manager in strengthening outreach and engagement to enhance visibility among stakeholders. BHP Coordinator reports Manager of Community Health Engagement and Social Work Training.

Responsibilities:

- Ensure all programs align with evidence-based practices and culturally responsive approaches, incorporating the Behavioral Health community-defined model to effectively serve linguistic minority community members.
- Collect, track, and analyze program data on a weekly basis to assess service impact and effectiveness, using insights to inform continuous improvements.
- Refine and enhance data collection and evaluation tools to improve efficiency and accuracy, adapting methodologies as needed to maintain high standards of reporting.
- Translate complex data into accessible reports and presentations for both internal and external stakeholders, ensuring clarity and usability for decision-making.
- Collaborate with the Manager of Community Health Engagement to design and implement innovative programming that addresses mental health, substance use, and other behavioral health needs, ensuring responsiveness to evolving community challenges.

- Act as a liaison between ASIA's ICHC and social service departments, facilitating seamless coordination of care for clients and promoting integrated service delivery.
- Support grant development efforts by assisting the manager of community health engagement in identifying funding opportunities, preparing proposals, submitting applications, and managing awarded grants to sustain BH programming.
- Assist ASIA's ICHC patients in navigating and accessing appropriate behavioral health resources, providing guidance and referrals to ensure they receive necessary support.
- Deliver educational sessions on behavioral health topics (e.g., substance use, depression, trauma) to reduce stigma and support early intervention.
- Assist the manager of community health engagement in providing supervision and mentorship to culture brokers and social work interns.
- Represent the organization at community and cultural events, engaging in outreach meeting, tabling, and networking activities to raise awareness of BH programs and services.

Qualifications:

- Master's degree in social work, public health, or a related field with at least two years of relevant experience.
- Candidates with a bachelor's degree in social work or a related field and more than five years of relevant experience will also be considered.
- Skills/Competencies:
 - Collaboration & Teamwork: Flexible, adaptable, team player and can work independently as well.
 - Communication Skills: Communicates clearly using verbal, nonverbal, and written skills in a professional context; demonstrates clear understanding and use of professional language
 - Core Expertise: Data collection, analysis, and reporting.
 - Cultural competency: Strong cultural and linguistic sensitivity, with the ability to work effectively with diverse communities.
 - Professional & Ethical Conduct: Adheres to professional values such as honesty, personal responsibility, and accountability; applies ethical concepts within scope of work and adheres to Agency policies and procedures.
 - Service Orientation: A willingness to work evenings and weekends as needed.
 - Technical Proficiency: Demonstrate competence in utilizing agency computer systems and software as required to perform essential job functions.
- A licensed social worker is preferred but not required.
- Experience with supervising staff is desired.
- Proficiency in a language other than English is preferred.
- Must pass a criminal background check.

- Valid Ohio driver's license

Apply/Contact:

To be considered for the Behavioral Health Program (BHP) Coordinator position, candidates must submit a cover letter, resume, and a brief essay outlining their interest in the role. These materials should be combined into one PDF document and submitted to HRManager@asiaohio.org and fei.li@asiaohio.org. The email subject line should be "Applying for Behavioral Health Program Coordinator-[Your Name Here]". Visit www.asiaohio.org for more information. Deadline to apply 4/20/25. No Phone Calls.

Asian Services In Action (ASIA) promotes equal employment opportunities for all applicants and employees. ASIA will not discriminate against any applicant for employment based on race, color, religion, sex, national origin, veteran status, age, sexual orientation, marital status, or the presence of any sensory, mental or physical disability in any employment practice, unless based on a bona fide occupational qualification. Women, minorities, and disabled are encouraged to apply.