



The **Chinatown Service Center (CSC)** is a nonprofit organization that provides multilingual health and social services, employment training and counseling in the Greater Los Angeles area. For further information on CSC, Visit our web site at <http://www.cscla.org>

**Position:** BHD Director of Older Adult Services

**Open Date:** March, 2024

**Closing Date:** Until filled

**Pay Range:** \$38.46 to \$41.35 Per Hour

### **Job Purpose:**

The Director of Older Adult Services is a service line of the Behavioral Health Department. The position will oversee all Older Adult related contracts, which currently entails DMH OCS and PEI services, Department of Aging contracts, and the MPK Hope Resiliency Center.

### **Duties and responsibilities:**

- Create an environment conducive to supporting the impacted community partners/visitors of Monterey Park and the surrounding cities in San Gabriel Valley
- Create a program to identify the needs of the community, conduct outreach, develop, and coordinate programming with community partners and stakeholders
- Recruit, train, and empower staff and partners to lead programming and build a therapeutic community
- Track services and outcomes, meet reporting requirements on programming and attendance
- Fulfills reporting requirements and evaluation work that may be necessary by grants
- Builds the brand, image, and reputation of resiliency center and represents the center at community events, speaking engagements; can manage the staff's representation the center as well
- Comfortable speaking about communal trauma, resiliency, and recovery in both training formats and to media presence
- Liaison between grantor, partners, community members and supporters as needed
- Responsible for the professional development of staff, ensuring the team is up to date on current trends in their role and practice area and are continually growing professionally
- Set the culture and expectation for the team
- Create, project, and manage the budget, expenses, and work with a sense of urgency to needs
- Assesses the needs of the center and be a connection to resources – manage crisis situations using Trauma Informed Care principles



- Continually assesses the needs and symptoms of clients and families formulating psychosocial diagnosis, gathering history, and determining the most appropriate method(s) of providing treatment/evidence-based practice
- Display sensitivity to the cultural and linguistic needs of the clients and families
- Always maintain professional relationships with clients, staff, and community stakeholders.
- Creates and maintains a clean, peaceful, and relaxing environment at the center
- Maintain a client file to level of requirements mandated in agency policy and complete documentation promptly.
- Collaborates with intradepartmental services to coordinate services
- Forward planning for sustainability and continuation of service
- Perform other job-related duties as assigned

### Qualifications:

- Master's or Doctorate Degree in Psychology, Social Work, or related field.
- Must be licensed-eligible, i.e., board-registered AMFT, ASW, MSW, OR Licensed professional: LMFT, LCSW, or Licensed Psychologist. Must maintain licensure as a condition of employment.
- Bilingual/bicultural English and Chinese (Mandarin and/or Cantonese) required
- Experience working with dual diagnosed/co-occurring patients with both a substance use disorder and a mental illness.
- Knowledge of principles and techniques of social, cultural, and intergenerational dynamics of Asian immigrants and refugees.
- Understanding of the impact of traumatic events on individuals and community and of trauma-informed care
- Resourceful and flexible due to the changing environments and needs
- Knowledge of community and individual resilience and how to support and develop programming to build resilience skills
- Excellent interpersonal, organizational and communication skills including writing, speaking, telephone, email, chat and social media platforms
- Able to be self-motivated, self-driven, and work independently
- Exceptional attention to detail
- Ability to train, supervise and appropriately empower community members and partners
- Ability to work in a fast-paced, high-intensity environment
- Must possess a valid California driver's license and maintain an insurable driving record.
- Available to work flexible hours, including evenings and weekends as needed.
- Ability to pass health, fingerprint, and DMV clearance.
- Ability to lift and/or carry at least 25 lbs

**Please send your resume to:**

**[cschr@cscla.org](mailto:cschr@cscla.org)**

**Subject: BHD Director of Older Adult Services**



華埠服務中心  
**Chinatown Service Center**

BHD Director of Older Adult Services

**Chinatown Service Center is a nondiscrimination equal opportunity employer.  
Reasonable Accommodations are available upon request to individuals with disabilities.**