



## RECRUITMENT SPECIFICATION

**JOB TITLE:** Director of Behavioral Wellness

**DEPARTMENT:** Senior Management Team

**PROGRAM:** n/a

**REPORTS TO:** Associate Director

**SALARY:** \$65,000 - \$70,000

**BENEFITS:** Health benefits (medical, dental, vision), 403(b) with employer contribution, 11 paid holidays, paid Vacation and Sick time, winter break (typically last two weeks in December, returning Jan 2; employee paid supplemental insurance (i.e. life, accident, etc).

**LOCATION:** MICOP Office, Oxnard. Some travel to Santa Maria, as needed.

**STATUS:** Exempt

**HOURS WORKED:** Full-Time, 40 hours per week

**HOW TO APPLY:** To apply, send resume to and cover letter to: [HR@mixteco.org](mailto:HR@mixteco.org)

**DEADLINE TO APPLY:** Open until filled

### ABOUT MIXTECO INDIGENA COMMUNITY ORGANIZING PROJECT

Founded in 2001, Mixteco/Indígena Community Organizing Project (MICOP) supports, organizes and empowers the indigenous migrant communities of California's Central Coast through improved access to health and community resources, community organizing, language interpretation, education, direct assistance, cultural promotion, and our indigenous-led Radio Indígena community radio station. MICOP offers a fast-paced, multilingual and multicultural work environment dedicated to carrying out our mission.

### Summary

The Program Director is responsible for supervision and oversight of the implementation and coordination of all of MICOP's Behavioral Wellness programs. This position facilitates access to mental health services for the indigenous migrant and Latinx immigrant communities by providing direct mental health support and outreach via MICOP's behavioral wellness programs (currently funded by the State of California and Ventura County Behavioral Health (VCBH)).

MICOP's Behavioral Wellness programs are designed to increase the quality of multilingual culturally appropriate, responsive, and sustaining preventative mental health care services to

participants. Additionally, the programs are designed to support the de-stigmatization of mental healthcare in the Mixtec/ indigenous, Black, LGBTQ+ communities in the MICOP footprint as well as provide options for healthcare support through indigenous methods that have been proven effective in our research through our previous investigative *Healing the Soul* and *Living with Love* project.

The Behavioral Wellness Program Director will lead and manage the program managers and project coordinators who are directly working with the promotoras/case workers and community members in these projects. The Behavioral Wellness Program Director will provide administrative support to the project coordinators who will support the teams' day-to-day provision of weekly, bi-weekly, and monthly opportunities toward the stigma reduction of mental health issues and the need for mental healthcare for the community. Importantly, the Behavioral Wellness Program Director will work closely with the project coordinators in the planning, preparation, teaching curriculum, and support of the promotora/case worker team in their provision of Mixteco/indigenous and culturally grounded leadership required for healing circles, workshops, and events. Beyond increasing access and quality of services for the Indigenous community and other underserved communities identified, the Behavioral Wellness Program Director will interface with VCBH, county, and state leadership, and allies and collaborators seeking information and/or services.

### **Responsibilities**

- Provide oversight and supervision of Project Managers and Coordinators, and support for Promotora/ Navigators and Case Managers.
- In collaboration with Human Resources, identify, hire, and supervise Program Managers and Program Coordinators for the various programs.
- Oversee and monitor activities of Program Managers and Program Coordinators.
- Lead weekly meetings with teams, coordinators and managers.
- Oversight, direction and understanding of evaluation metrics across programs, including data for VCBH, the California Reducing Disparities Project (CRDP), the California Department of Development Services (CDDS) and the California Department of Social Services (CDSS).
- Oversight/ Direction of intake form process and input of data.
- Write and submit quarterly reporting based on information from Program Managers and Coordinators.
- Schedule project follow up meetings, as needed.
- Review and analyze data for project monitoring and improvement.
- Foster and maintain positive relationships with MICOP leadership team, VCBH leadership team, CRDP leadership, CDDS and CDSS leadership and community members.
- Represent MICOP in the Behavioral Wellness role.
- Attend funder meetings as scheduled.
- Other duties, as assigned.

## **Requirements**

- Knowledge of healing/ plant medicine/ mental health in Indigenous, Mexican healing modalities preferred.
- Bilingual Spanish-English, required; Mixteco, Zapoteco, or other Indigenous language, preferred.
- Proficient in MS Office Suite.
- Budget competence.
- Ability to manage time effectively, meet deadlines.
- Ability to communicate well verbally and in writing.
- Commitment to MICOP's mission, ability to represent the organization at various community events.
- Competence managing a large work group.
- Attention to detail and ability to prepare accurate reports, data and information.

## **Experience:**

- MA, Bachelor's degree, or related work experience in related discipline preferred, or equivalent.
- Previous data collection and analysis experience required.
- Previous minimum 3 years of report writing experience.
- Experience managing a professional team with professional examples required.
- Direct experience working with Mixteco/ Indigenous families and/or the community required.

**MICOP IS AN EQUAL OPPORTUNITY EMPLOYER  
WOMEN AND PEOPLE OF COLOR ARE ENCOURAGED TO APPLY**