1. AGENCY
The Fresno Center (TFC) is a non-profit organization that was established in the past 30+ years, serving the community of Fresno County. TFC offers 20 different support services that include mental health, wellness, and healing, from immigration to education advocacy to clinical behavioral services to holistic wellness services. TFC is the one-stop shop that promotes cross-cultural understanding and cultural preservation. Eight of our 20+ programs focus on mental health services (Horticultural Therapeutic Community Centers Program, Living Well Center, Welfare-to-Work Employment Mental Health Services, Holistic Cultural and Educational Wellness Center, and Neighborhood Resource Center, California Reducing Disparity Project, Central Valley Regional Center Latino and Southeast Asian Navigator Program, and Kaiser Community Benefits Program). Our motto is to “Inspire, Empower, and Cultivate”. Our commitment is to equip staff with the best training and practices to develop and maintain client loyalty and be the employer of choice in the Central Valley.

2. THE PROGRAM
In response to former US 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 underserved, 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

The project in its Phase II has ended in April of 2022, but due to California’s continuing need to reduce access to care and services, and through statewide CRDP advocacy efforts, CRDP successfully secured $63 million to scale up its work supporting pilot projects operated by community-based organizations throughout the state, which provide culturally responsive mental health and behavioral health services to historically underserved communities.

Now, The Fresno Center and its Hmong Mental Health Collaborative Partners-Merced Lao Family Community, Inc., in Merced, is one of the 35 grantees in the state awarded to continue their Community Defined Evidenced Project-The Hmong Helping Hands Intervention. 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.

3. POSITION SUMMARY
Hmong Village Liaison/Support Staff (HV L/SS) is an essential part of the CRDP project. The (HV L/SS) will be reflective of the culturally underserved/underserved communities the project serves. The (HV L/SS) is a person with experienced in helping Hmong elders and have some knowledge and experiences with horticultural therapeutic gardening. This person will assist participants in starting up their own therapeutic gardening as a way of helping them to cope with daily stressors and increase their daily activities. Also, he/she will assist in reducing health disparities through culturally appropriate community engagement, referral, and navigation for those identified culturally underserved/underserved groups to behavioral health services in the Fresno County Behavioral Health system of care. (HV L/SS) is responsible for increasing timely access to care through advocacy, outreach, engagement, education, and knowledge about mental health services. Additionally, (HV L/SS) will help support, monitor, inform,
empower, and assist individuals and their families utilizing a strength-based model, facilitating peer-to-peer assistance as a part of a team setting.

The position is contingent upon continued funding. The Fresno Center will not be responsible in any manner for terminations which are due to defunding of Federal or State Contracts/Grants. The Fresno Center is at-will and may be terminated by you or the company at any time regardless of the end date of the Federal or State Contracts/Grants.

4. **JOB DUTIES & RESPONSIBILITIES**
4.1. Provides peer support services to CRDP projects individuals and/or family members.
4.2. Assists in the development, implementation, and coordination of activities, programs, and resources which directly support CRDP individuals and/or family members.
4.3. Water and maintenance of 10 acres community therapeutic garden.
4.4. Maintain groundskeeping and seasonal cleaning as needed.
4.5. Remove/trim weeds, bushes, dispose trash, move/level soil, dig holes, and perform gardening related duties to assist participants.
4.6. Performs other duties as assigned

5. **MINIMUM QUALIFICATIONS:**
5.1. Proficient in speaking and/or reading and writing in English and a Southeast Asian languages - Hmong Preferred.
5.2. Experienced with traditional Hmong therapeutic gardening
5.3. Being competent in computer skills, such as Windows, excel, etc.
5.4. A valid driver’s license required.
5.1 Must pass background check/LiveScan and Drug Test
5.2 Commitment to the mission and values of the agency
5.3 Committed to community building and development

6. **COMPETENCY:**
6.1. Understand and follow oral and written instructions;
6.2. Work harmoniously with CRDP Individuals and co-workers;
6.3. Write basic reports and maintain records/case files;
6.4. Attends mandatory trainings, supervision, and scheduled meetings.
6.5. Understanding of and ability to provide culturally appropriate and sensitive services.
6.6. Maintains confidentiality for all information
6.7. Work in extreme weather throughout the year
6.8. Water irrigation.

7. **PERSONAL QUALITIES**
7.1. Accountable
7.2. Diligent and organized
7.3. Ethical and loyal
7.4. Punctual
7.5. Flexible
7.6. Problem-solver
7.7. Creative
7.8. Honest

8. **WORK ENVIRONMENT:**
8.1. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.
8.2. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

9. **TYPICAL WORKING CONDITIONS:**
9.1. The office setting is a normal environment.
9.2. Occasionally work during early morning, evening, or weekend.
9.3. May be subject to temperature variances in the office.
9.4. The noise level in the work environment is usually moderate but may become excessively loud with the increased patient flow during a busy day.

10. **TYPICAL PHYSICAL DEMANDS,**
10.1. Requires sitting, standing, or walking for up to eight hours a day.
10.2. Some bending, stretching, or reaching may be necessary.
10.3. Lifting to 40 pounds may be required on occasion.
10.4. Vision must be correctable to 20/20
10.5. Hearing must be in the normal range for telephone contact.

11. **POSITION TYPE AND EXPECTED HOURS OF WORK:**
11.1. Pull-time, typical work hours ranges from 8:00 am to 5:00 pm, Monday to Friday
11.2. Evenings and weekends as needed.

12. **TRAVEL:**
12.1. Travel time is expected for the position. Travel time includes travel to meetings, off-site training, or between job sites, as needed, locally.
12.2. Individuals may also be expected to use their own vehicle to travel.
12.3. A company car may be used to and from his or her activities.

13. **REQUIRED EDUCATION AND EXPERIENCE:**
13.1 Minimum of HS diploma or GED.

14. **ADDITIONAL ELIGIBILITY QUALIFICATIONS:**
14.1. Communicate effectively in written and spoken Hmong and/or other Southeast Asian languages.
14.2. Required ability to communicate effectively with monolingual Hmong and/or other Southeast Asian speaking clients and families who needs services.
14.3. Assist with phone calls for Hmong and/or other Southeast Asian clients.

15. **BENEFITS:**
15.1. Medical, vision, and dental coverage.
15.2. Life insurance coverage at annual salary.
15.3. Sick leave, per personnel policy (7 days per year).
15.4. 401k retirement plan, after completion of 90 days of employment; potential 3% match.
15.5. Vacation, per personnel policy (12 days per year).
15.6. Holidays per personnel policy (currently 12 paid holidays per year)

16. **Affirmative action plan/Equal employment opportunity (AAP/EEO):**
It is the policy of The Fresno Center to provide equal employment opportunities without regard to race, color, religion, sex, national origin, age, disability, marital status, veteran status, sexual orientation, genetic information, or any other protected characteristic under applicable law. This policy relates to all phases of employment, including, but not limited to, recruiting, employment, placement, promotion, transfer, demotion, reduction of workforce and termination, rates of pay or other forms of compensation, selection for training, the use of all facilities, and participation in all company-sponsored employee activities. Provisions in applicable laws providing for bona fide occupational qualifications, business necessity or age limitations will be adhered to by the company where appropriate.

As part of the company’s equal employment opportunity policy, The Fresno Center will also take affirmative action as called for by applicable laws and Executive Orders to ensure that minority group individuals, females, disabled veterans, recently separated veterans, other protected veterans, Armed Forces service medal veterans, and qualified disabled persons are introduced into our workforce and considered for promotional opportunities.

17. **Acknowledgment**
I acknowledge that I have read and understand the above job description, responsibilities, and standards of the position. I understand that the job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required. Duties, responsibilities, and activities may change, or new ones may be assigned at any time with or without notice. I am responsible for reading this job description and complying with all job duties, requirements, and responsibilities contained herein, and any subsequent revisions.

I understand the position is contingent upon continued funding and the (The Fresno Center) will not be responsible in any manner for terminations which are due to defunding of Federal or State Contracts. I understand that I am an at-will employee and can be terminated at any time with or without cause.

____________________
Print Employee’s Name

____________________
Employee’s Signature

____________________
Date