

**SOUTHEAST ASIAN ASSISTANCE CENTER**  
**Job Announcement**

**Position: Cultural & Linguistic Specialist**

The Southeast Asian Assistance Center (SAAC) is a multi-ethnic serving agency of refugees and immigrants. SAAC serves limited English proficient people from communities that speak these languages: Hmong, Mien, Lao, Cambodian, Vietnamese, Russian, Ukrainian, Cantonese, Mandarin, Spanish, Punjabi, Arabic, Farsi, Dari, and Pashto.

Presently, SAAC provides responsive culturally competent interpretation services to clients and providers of the Sacramento County Division of Behavioral Health Services (Mental Health Services and Alcohol & Drug Treatment Services). In addition to this core service, SAAC hosts a free legal immigration and citizenship clinic once a month in collaboration with Asian Law Caucus among other related services such as assisting with forms completion, public benefits renewals and so forth.

**Purpose of Position:**

- Provide language and cultural interpretation for Sacramento County Division of Behavioral Health Services (DBHS) providers (mental health and alcohol & drug services) and their clients at the various county and contracted clinics and at the clients' homes as necessary.
- Provide translation for County documents as requested by DBHS to ensure written materials are available in threshold languages.
- Assist DHBS with community outreach efforts.

**Employment Type:** Permanent Part-Time & Full-Time Positions

**Compensation:** \$15 per hour

**Benefits:** Full health & dental benefits for permanent employees, paid vacation and sick leave benefits, and flexible work hours.

**Essential Functions:**

- Provide language and cultural interpretation for County's service providers and their clients upon request.
- Assist service providers to develop culturally appropriate Assessment Client Plans for their clients.
- Translate written materials as requested by the DBHS.
- Outreach to persons/families with mental health issues and assist them to access County's mental health and/or alcohol and other drug treatment services.
- Act as cultural brokers as necessary to prevent any potential misunderstandings between providers and their clients.
- Maintain service data in Excel and Access Database.
- Community outreach, as requested by the Division of Behavioral Health Services.

**Other duties that may be required of this position:**

- Attend trainings and meetings
- Participate in outreach/training events
- Provide resources or make referrals for requests that are not part of the agency's services

**Special Qualifications, Education, Skills, Knowledge, and Abilities:**

- AA degree in social service related subject or 3 years of experience in social service or mental health related field
- Bilingual (orally and in writing)/bicultural skills (Hmong, Mien, Lao, Cambodian, Spanish, Russian, Farsi, Punjabi, Arabic, Dari, Pashto)
- Knowledge of social service agencies and mental health system of Sacramento County
- Understands and follows Confidentiality and Code of Ethics policies
- Basic knowledge and skills of computer software applications (MS Word, Excel, Access, Outlook or related software)
- Valid CA driver's license and a vehicle for own use with demonstrated proof of insurance

**Email or send cover letter, resume, and application to [info@saacenter.org](mailto:info@saacenter.org) or our office:**

**Southeast Asian Assistance Center  
Attn: Personal Committee  
5625 24<sup>th</sup> Street  
Sacramento, CA 95822**

**Final Filing Date:** Open Until Filled