



# Southeast Asian Assistance Center

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## JOB ANNOUNCEMENT

### Position: Cultural & Linguistic Specialist

The Southeast Asian Assistance Center (SAAC) is a non-profit organization incorporated in 1990 to be the premier provider of trusted, high quality, culturally and linguistically responsive services to immigrants and refugees so they can become healthy and contributing members of society. Although SAAC initially served primarily the Southeast Asian community, it is now a multi-ethnic serving organization that is the assisted language access provider for Sacramento County's Division of Behavioral Health Services (DBHS) which encompasses both mental health and alcohol and drug services. SAAC currently provides interpretation and translation services to DBHS providers and clients in the following languages: Hmong, Spanish, Russian, Chinese, Vietnamese, Arabic, Mien, Cambodian, Lao, Punjabi, Hindi, Farsi, Dari, and Pashto. Additionally, in collaboration with Asian Law Caucus, SAAC hosts a free naturalization and immigration legal clinic once a month. Lastly, SAAC continues to assist community members by holding weekly informational groups and providing health and other navigation services.

### Position Overview

SAAC is seeking Cultural & Linguistic Specialists who are fluent with speaking, reading, and writing any of these languages: Arabic, Vietnamese, Mien, Russian/Ukrainian, Hmong, Khmer, Lao, Spanish, Chinese (Mandarin/Cantonese), Farsi, Dari, Pashto, Punjabi, Hindi, Bosnian, and Croatian. The Cultural & Linguistic Specialist will provide interpretation and translation services for DBHS contracted providers and their limited English proficient clients. The interpretation service will be provided mostly in-person at various locations throughout Sacramento County. As needed, the service may be provided over the phone as well.

### Responsibilities

- Provide mental health/behavioral health interpretation services to limited English speaking clients in Sacramento County.
- Provide mental health/behavioral health interpretation services to limited English speaking potential clients to assist with accessing treatment from Adult or Child & Family mental health or alcohol and drug service providers.
- Assist in cross-cultural communication to facilitate a mutual understanding of both the consumer's and the provider's beliefs and practices.
- Provide cultural information and a necessary cultural framework for understanding the message, in addition to linguistic interpretation of the message given.
- Provide cultural broker services when cultural differences could lead to a potential misunderstanding on the part of either the provider or the client.
- Assist clients in arranging appointments with providers for both Adult and Children's systems of mental health care and alcohol and drug services.

- Complete the Mental/Behavioral Health Interpreter Training.
- Complete the California Brief Multicultural Competence Scale Training.
- Assist with facilitating continuity of care to limited-English-speaking patients participating in mental health treatment programs and drug/alcohol abuse treatment programs.
- Maintain adequate written records and reports of all cases in English.
- Understand and follow Confidentiality and Code of Ethics policies.

**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

**Requirements**

- Knowledge of and experience with community mental health and AOD treatment providers and services.
- Demonstrate fluency and literacy in any one of the following languages: Arabic, Vietnamese, Chinese, Hmong, Spanish, Russian/Ukrainian, Mien, or other languages as needed.
- Certification and/or special training in language interpretation preferred.
- Community college level education desirable or 3 years related experience.
- Ability to work well with people, and relate effectively to both clients and providers.
- Knowledge and experience with the culture and community of language group served.
- Ability to successfully pass a background check and/or DMV record check.
- Use of an automobile in order to provide own transportation to job related sites.
- Proof of current CA driver's license, auto registration and insurance.

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

**Compensation:** \$16 per hour

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

**Application Instructions**

Download the application from <http://saacenter.org/careers-at-saac>. Email cover letter, resume, and application to [info@saacenter.org](mailto:info@saacenter.org) or send the hard copies to:

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

Final Filing Date: open until filled