



# The Cambodian Family Community Center

## A Multi-Ethnic Human Services Agency Promoting Social Health

1626 East 4<sup>th</sup> Street, Santa Ana, CA 92701 Tel: (714) 571-1966

[www.cambodianfamily.org](http://www.cambodianfamily.org)

## Job Announcement: Director of Health Programs

**The Cambodian Family (TCF)** is a community-based, multi-cultural, non-profit organization, located in Santa Ana, California. Since our incorporation in 1980, we've promoted the health and well-being of limited English-speaking refugees and immigrants. **Our mission** is to provide opportunities to refugee and immigrant families to develop the knowledge, skills, and desire to create health and well-being in their lives. **We provide services** in 3 general areas: (1) community health; (2) children and youth; and (3) civic engagement and advocacy.

<u>Job Title:</u>	<b>Director of Health Programs</b>	Starting at 28-32 hours per week
<u>Salary &amp; Benefits:</u>	Competitive salary plus excellent fringe	benefits package
<u>Reports to:</u>	Executive Director (ED)	<u>Position to be filled:</u> Immediately

**Job Description:** Responsible for managing the daily operation of our successful community health programs, including Healthy Changes, Cambodian Breast Health Education and Support Together, Cambodian Women Wellness, Minnie Street Family Resource Center, and Health Advocacy. Support ED with fundraising efforts, grant proposals, data, research, and reports. Support ED with strategic planning, goal development, community organizing, community outreach, development of programs and services, and uphold the mission, vision, and goals of TCF. TCF is the only agency providing significant services to Cambodian population in Orange County. Our Community Health Programs work predominantly with Cambodian and Latino families, living in the Minnie Street neighborhood of Santa Ana, to improve their health and well-being. Our programs provide three levels of activity: health education, health care accessing, and changing to healthier lifestyles.

### Specific Duties:

**Supervision:** Provides direct supervision to the health programs' staff. Establishes and maintains effective lines of communication with staff and ED. Assures the effective implementation of all TCF's policies and procedures.

**Curriculum:** Plans, coordinates, directs, and evaluates health education workshops and health-promoting activities. Selects curriculum applicable to the programs. Conducts observations of and provides feedback to the staff.

**Grant Writing/Fund Development/Communications:** Works closely with ED and/or Fund Development team in identifying potential grants, communicating with funding entities, writing and submitting grants, and following up on submitted grants in a timely manner. Participates in identifying program needs and objectives and activities, develops program budgets, evaluates methods, procedures and program activities, and recommends changes as needed. Coordinates and supports community events and fundraisers through formulation, organization, sponsorship, execution, recognition, and evaluation. Supports organization's external communications such as website, e-newsletter, annual newsletter, social media, and other outreach, marketing, and networking tools.

**Fiscal Responsibilities:** Supports ED in administering grants and contracts. Ensures the proper budget expenses and cost allocations according to the grant guidelines and organizational policies. Prepares invoices and grant budget reports for all funders/partners.

**Records & Reporting:** Completes and maintains all records and clients' confidentiality as required. This includes client's records, grant and contract records, client inquires, etc. Oversees data collection and conducts data analysis. Prepares and submits reports to all state, federal, and private funding entities. Represents TCF at meetings and conferences.

### Desired Qualities:

- Strong desire, passion and ability to work with limited English-speaking families who come from a variety of countries, have experienced trauma and loss, and want to begin their lives in the U.S.
- Proactive problem solver and mature decision maker
- Self-starter who can work independently and as part of a team
- Ability to take on many roles comfortably and respond appropriately to the shifting demands of the job
- Must be positive, hardworking, focused, open-minded, energetic, resilient and resourceful
- Bilingual in English/Khmer or English/Spanish preferred, but NOT required.

- Be willing and able to travel locally and out of state and perform other duties as assigned

**Minimum Qualifications - Knowledge, Skills and Abilities Desired:**

Bachelor's Degree in Public Health, Health Sciences, or other health-related fields (Master's Degree in Public Health strongly preferred) and a minimum of 3-5 years relevant experience employed in health programs in diverse communities. Successful grant writing experience. Significant work experience with the immigrant and refugee community. Previous experience in designing new programs, program management, program evaluation, and curriculum development. Effective in inspiring and developing the skills of multicultural staff. Strong verbal and written communication skills, as well as organizational skills. Must demonstrate a passion for improving the public health of refugee and immigrant families and be effective in representing the agency, our mission, and our programs to the public.

**Special Requirements**

- Must have a reliable automobile for use on the job (mileage to be reimbursed). Must provide copies of valid California driver's license and proof of current automobile insurance
- Verification for eligibility for employment must be submitted, and a background check must be completed prior to the employment
- Position may require working on weekends and evenings
- May require light lifting

\*The Cambodian Family is an Equal Opportunity Employer/Women and Minorities are encouraged to apply.

***To apply, please submit both cover letter and resume to [jobs@cambodianfamily.org](mailto:jobs@cambodianfamily.org)  
or mailing address: 1626 E. 4<sup>th</sup> Street, Santa Ana, CA 92701***  
Please include Your Name – Job Title in the email subject line.

For additional information or questions, please contact us at 714-571-1966 ext. 115