

**Wellness Coordinator  
Bilingual Cantonese or Mandarin**

**Employer:** St. Mary's Center  
**Reports to:** Director of Resources for the Third Age

**Background:**

St. Mary's Center (SMC) has served multi-racial, multi-ethnic poverty-level seniors and young children in West Oakland since 1973. Started as an outreach effort of St. Mary's Church, the Center was separately incorporated as a 501(c)3 in 1992. Our mission is to be a community of hope, justice, and healing that serves at-risk seniors and preschoolers in the heart of Oakland. We strive to improve quality of life through counseling, shelter, nutrition, advocacy and social support. SMC is the primary agency providing outreach and direct support services to homeless, homebound and otherwise isolated seniors in downtown and West Oakland. For more information, please visit [www.stmaryscenter.org](http://www.stmaryscenter.org)

**Resources for the Third Age Program overview:**

The goal of Resources for the Third Age (RTA) is to help seniors live independently for as long as possible. RTA team members observe the senior's ability to perform daily living activities, and note strategies that might be necessary to prevent injuries, improve health and mobility. They also note barriers to participation in the community. Seniors can participate in many activities and programs through Resources for the Third Age including a congregate meal program, fall prevention activities, alcohol and drug prevention education, medication monitoring, group physical activities, and advance care planning and friendly visits by volunteers. Some of our RTA staff are fluent in Mandarin, Tagalog, and Spanish and help seniors understand official correspondence, navigate doctor's visits, and other activities of daily living.

**Summary:**

The Bilingual Wellness Coordinator is responsible for bringing evidence-based fitness and exercise programs to low-income seniors in Northern Alameda County. By facilitating the design, implementation, and evaluation of all required activities; recruiting, involving, and strengthening the membership base; and managing the implementation and execution of the Age of Wellness programing under the Resources for the Third Age department. Evidenced-based programs: Enhance Fitness, Home-Meds, Tai-chi Movement for Better Balance, Take Charge of Your Health.

**Primary Duties and Responsibilities**

**Health & Wellness Training (30%)**

- Facilitate 12-week, evidence-based programs, fall-prevention groups at senior residence buildings throughout northern Alameda County
- Conduct pre and post group evaluations

- Encourage community members to adopt healthy lifestyles
- Coordinate the implementation of the Age of Wellness team goals, objectives, and activities as defined by the Resources for the Third Age Department

#### **Information Flow: Participant Input and Information Requests (30%)**

- Monitor participant feedback data and maintain appropriate contacts
- Conduct surveys to determine interest in, or satisfaction with, evidence-based programming and, events or services
- Compile and analyze data with support from IT team
- Respond to consumer requests for information about wellness programs or services

#### **Culturally Relevant Services (20%)**

- Provide service to bilingual, Cantonese, and Mandarin speaking seniors in a culturally inclusive, linguistically sensitive fashion
- Coordinate connection to other community organizations and advocates to ensure best practices and access to other events; Reciprocate from St. Mary's Center

#### **Program Support (20%)**

- Participate in trainings, staff meetings, program assistance as requested
- Assist in Community Center activities including cultural programming, lunch service, community meetings, or other gatherings
- Support program team as a back-up for absences
- Support food manager during distributions, donations, and inventory
- Participate in emergency response training
- Document client participation according to project guidelines

#### **Qualifications: Skills**

- BA in Kinesiology, Human Services, Social Work, Psychology, Sociology, Public Health, public administration, or related degrees
- Bilingual/bicultural required (Cantonese or Mandarin and English)
- Understand diversity issues and demonstrates multi-cultural sensitivity
- Skilled in verbal and written interpersonal communications
- Able to assess and effectively respond to at-risk situations, helping to de-escalate
- Self-motivated, flexible, collaborates, develops abilities
- Experience and interest in working with older adults
- Able to maintain ethical relationship within a multicultural team
- Willingness to document, analyze and anticipate trends in service delivery and data work

#### **Experience:**

- Strong preference for experience in work with homeless and/or formerly homeless seniors
- Extensive experience working with diverse client and staff populations, and demonstrated cultural competency.
- Effective in conflict resolution and creative problem solving
- Excellent written and verbal communications skills

- Well organized with attention to detail
- Highest integrity, dependability and credibility
- Strong initiative, excellent judgment and accountability
- Healthy work ethic, collaborative work style, high energy, and the confidence and strength to inspire colleagues, staff and volunteers
- Manner that models respectful relationships with program participants, staff and members of the broader community
- Computer competence, including Microsoft Office Suite and data base experience
- Respect for and identification with the mission and values of St. Mary's Center

### **QUALIFICATIONS**

- Work or volunteer experience in human services, homelessness, nutrition
- Work with people that upholds dignity, opportunity, advocacy, and inclusion
- Familiar with issues and care relevant to aging, mental health
- Entry-level knowledge of Excel and willingness to develop into power user
- Finds joy in presenting documentation and data, eager to learn new information management techniques and presentations

### **GENERAL STAFF ROLES:**

Along with all employees, the Bilingual Wellness Coordinator is expected to:

- Foster an environment that promotes trust and cooperation among leadership and staff.
- Apply policies and procedures to ensure that the principles of St. Mary's Center are implemented.
- Maintain confidentiality in accordance with federal, state, and local regulations and in accordance with professional codes of conduct.
- Be accountable for participation in decision making processes and understanding the outcomes.
- Understand the mission, values, and principles of St. Mary's Center and apply them in work responsibilities.
- Occasional participation in evening and weekend events is expected.

### **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. In general, while performing the duties of this job, the employee is expected to stand; walk; sit; reach with hands and arms; and talk or hear.

- Must be able to clearly communicate with others (verbally and in writing) to understand them and to be understood.
- Must be able to occasionally lift and/or move up to 20 pounds.

- Must be able to effectively use a computer and telephone to conduct business.
- Must be able to communicate over a telephone, and take notes.
- Must be able to attend in-person or web-based meetings, sitting, listening, taking notes.
- Must be able to prepare documents, research data on websites, and work on computer (with mouse or track-pad), operations up to 7 hours per day.

**St. Mary's Center is an Equal Employment Opportunity Employer.**

St. Mary's Center is an equal opportunity employer and is committed to an active Equal Employment Opportunity Program (EEO). It is the stated policy of St. Mary's Center that all employees and applicants shall receive equal consideration and treatment in employment without regard to race, color, religion, ancestry, national origin, age (over 40), sex, marital status, medical condition (cancer related) or physical handicap (includes all other medical condition).

**COMPENSATION:**

Hourly wage \$17.00. We provide a benefits package, including medical, dental, 401k after first year, 12 holidays plus birthday, training opportunities, paid vacation and sick time.

**To apply:** Send a cover letter and resume to [hr@stmaryscenter.org](mailto:hr@stmaryscenter.org). First review will take place on or before March 15 with a desired start date early in April.