



3971 Little Savannah Rd
173 HHS Building, WCU
Cullowhee, NC 28723
Office: (828) 293-2274
Fax: (828) 293-2270
info@vecinosinc.org
www.vecinos.org

Position: Bilingual Mental Health Program Assistant

Location: Cullowhee (with outreach in Clay, Cherokee, Graham, Jackson, Macon, and Swain Counties).

Work is primarily conducted remotely, except for clinic and outreach obligations.

Compensation: \$12/hour

Hours: 5-10 hours per week, flexible around patient/provider needs

Organization Description: Vecinos Farmworker Health Program is a non-profit, 501(c)3 organization that provides medical and mental health care, health education, and case management to migrant and seasonal farmworkers in a primarily mobile setting.

Mission: We improve the wellness of farmworkers and their families with health care, education, community partnerships, and advocacy.

Purpose: The Bilingual Mental Health Program Assistant serves the mental health program of Vecinos' integrated health care. The Program Assistant may attend clinic and outreach, contact patients to set up appointments, make reminder phone calls, and provide case management services as needed.

The Program Assistant works closely with the Mental Health Therapist to ensure patient care, resource connections across the region, and continuity of care. The ideal candidate is self-driven, flexible, open to working in a changing environment, technologically adept, able to work from home, and has the desire to serve uninsured/underserved populations.

Responsibilities:

- Assist Mental Health Therapists with client care, appointment reminders, and follow up.
- Track calls and communicate patient concerns to the appropriate staff.
- Develop mental health materials and assist in creating new outreach initiatives.
- Facilitate referrals to outside agencies as needed.
- Complete required documentation, including monthly reports.
- Assist Vecinos team in building professional/medical connections and expanding/maintaining care network for farmworker patients in Western NC.

Required Qualifications

- Native or near-native English/Spanish fluency, including a strong command of medical and mental health vocabulary and excellent written and verbal communication skills
- Able to work effectively both independently and as a team member in an integrated care setting with therapists, nurses, physicians, outreach staff, and other partner agencies
- Demonstrated interest and experience in mental health setting. Preferably, previous case management experience
- Cultural sensitivity and a caring and confident demeanor
- Flexible and dependable with a professional attitude
- High energy-level and a drive for creativity
- Willingness to work in a nontraditional/non-clinical setting
- Desire to serve uninsured/underserved populations, preferably experience with farmworkers