

# Job Title: Bilingual Bicultural Endorsement Coordinator

Supervisor: Executive Director

**Location:** hybrid

**Status:** non-exempt-hourly

**Hours:** Part-time (10-20 hours per week) starts at \$35 per hour

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## About ORIMHA

The Oregon Infant Mental Health Association (ORIMHA) is a statewide nonprofit organization dedicated to promoting the emotional health and well-being of Oregon's infants, toddlers, and their families. We achieve this through a network of parents and professionals committed to advancing infant mental health principles across the state. Our core services include Endorsement, Reflective Supervision, and professional development training.

## Position Overview

The Bilingual Bicultural Endorsement coordinator is responsible for the coordination and expansion of an infant and early childhood mental health Endorsement® system with a specific focus on supporting bilingual, bicultural families and professionals.

## Key Responsibilities

- Develop, promote, and coordinate Endorsement® training and technical assistance using IECMH-E competency guidelines.
- Identify training gaps and design culturally responsive content (e.g. multi-language materials) to build workforce capacity.
- Manage tracking systems (like EASy or equivalent) for participant progress and intake.
- Build and maintain relationships with community agencies, providers, and families—especially in bilingual/bicultural contexts.
- Coordinate multi-level services across promotion, prevention, intervention, and treatment sectors.
- Represent ORIMHA at conferences by staffing our booth and promoting endorsements.
- Represent ORIMHA to partner and potential partner organizations through virtual events like brown bag lunches, etc.

## Qualifications

- Bachelor's in human services, social work, early childhood development, or related field.
- Hold or be eligible for IECMH-Endorsement® (e.g., Family Specialist, Mental Health Specialist) within 1 year of contract.
- Minimum 3 years working in infant/early childhood mental health.
- Experience in reflective supervision/consultation and culturally responsive care.

- Demonstrated experience supporting bilingual and bicultural communities.
- Fluent in English and proficient in one additional language; bicultural competence and strong cultural humility.
- Excellent interpersonal, outreach, training, and public speaking skills.
- Strong organizational and project management skills; comfortable tracking data, managing multiple systems, and using tools (e.g., Google Suite, Zoom, spreadsheets).
- Ability to work independently and collaboratively in a hybrid work environment.
- Demonstrated commitment to justice, equity, diversity, inclusion, and belonging.

## **Work Environment and Physical Requirements**

- **Work Location:** Hybrid role with remote work as the default setting; periodic in-person meetings and events in the Portland metro area and across Oregon.
- **Work Conditions:** Standard office conditions when working remotely or on-site. This role requires regular use of a computer and video conferencing tools.
- **Travel Requirements:** Occasional travel within Oregon for site visits, events, or meetings.
- **Physical Demands:**
  - Must be able to remain in a stationary position for extended periods.
  - Must be able to operate a computer and other office equipment.
  - Must be able to occasionally lift and carry materials weighing up to 20 pounds.
  - Ability to travel to different locations as needed.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

*Note: This job description is intended to provide a general overview of the responsibilities and qualifications for the Bilingual Bicultural Endorsement Coordinator position at ORIMHA. It is not an exhaustive list of all duties that may be assigned.*