

## Groups Coordinator (Part-Time) Position Announcement



**Position:** Groups Coordinator

**Reports to:** Director of Mental Health

**Position Type:** Part-Time, 20 hours/week (In-Person)

**Salary & Benefits:** \$33.00/hour, Paid Time Off, sick leave accrual, GHC holidays off, Bilingual bonus (applicable after passing a language exam)

**Location:** Sacramento, CA

**Contract:** 2 years with the option to extend

To Apply (only complete applications will be considered): Email your 1) Résumé/CV, 2) References - the names and contact information of three references, and (3) your choice of: a cover letter, short (3 slides) presentation, or a short video (3 mins max) introduction, describing your interest and qualifications:

Malakai Coté, Executive Director  
3823 V Street, Sacramento, CA 95817  
[Malakai@ghcmail.org](mailto:Malakai@ghcmail.org)

### **Application Closing Date: Open Until Filled**

The Gender Health Center (GHC) is a Trans and Global Majority/led nonprofit organization located in Sacramento, CA. The GHC is dedicated to ending the pathologization of trans people and creating more equitable access to healthcare and resources through our programs, training, and direct services that prioritize the wellness and joy of Queer, Transgender, Black, Indigenous, People of Color (QTBIPOC). Our unwavering dedication lies in fostering radically hopeful, safer, and healthier futures for transgender, non-binary, and gender-expansive people across all intersecting identities. The GHC provides access to affirming healthcare, counseling, and community programs that address our unique needs. Services provided by GHC include a free hormone clinic, mental health counseling, support groups, HIV and STI testing, harm reduction, legal assistance, advocacy, and resource referrals.

Through its advocacy efforts, GHC has played a significant role in raising awareness about trans healthcare disparities and promoting policy changes to improve the rights and well-being of transgender individuals. GHC has actively engaged with legislators, community leaders, and healthcare institutions to advocate for access to gender-affirming care, trans-inclusive policies, and equitable access to services. As GHC continues to evolve, the organization remains steadfast in its commitment to promoting access to gender-affirming care, resources, and social justice to empower transgender persons to live authentically and thrive in our communities.

### **Overview of Position**

Under the supervision of a licensed mental health professional, the Groups Coordinator will provide ethical, high-quality, culturally humble group based mental health services with an emphasis on serving the Black, Indigenous, folks of the Global majority SGL/LGBTQIA+ population. The person provides direct services to community members of the Gender Health Center.

The general and specific job responsibilities include but are not limited to:

- In collaboration with the Director of Mental Health, mental health professionals, peers, and volunteers design, develop, and implement innovative curriculum for clinical and peer support groups with a specific focus on serving Black, Indigenous and other folks of the Global Majority across the gender and age spectrums.
- Create and maintain a sign-up sheet for all groups.
- Screen community members who signed up for groups for fit and accessibility.
- Facilitate both peer and clinical groups on a consistent basis.
- Train and support trainee or volunteer co-facilitators as needed.
- Maintain electronic health records for attendees of clinical groups.
- Maintain records of group attendees and report demographic data on a monthly basis; number of groups held, number of sign-ups, number of attendees, their age, ethnicity, gender identity, etc.
- Attend GHC staff meetings or other events as needed.
- Provide training/workshops/presentations to Gender Health Center as needed.
- As needed, provide community members with crisis intervention, de-escalation, and safety assessment.
- Support facilitating brave space dialogue when needed.
- Create and distribute marketing materials for groups.
- Report and provide status updates to the Gender Health Center's Director of Mental Health.
- Attend weekly supervision at the Gender Health Center (Fridays from 1-3pm).
- Submit weekly time logs to your direct supervisor.
- Comply with HIPAA, as well as GHC policies and procedures.
- Once registered, maintain registration with the Board of Behavioral Sciences or the California Board of Psychology in good standing.

### **Desired Qualifications & Experiences**

- Registration as an ASW, AMFT, Psychological Associate with the Board of Behavioral Sciences or the California Board of Psychology within 12 months of hire.
- 1+ years of experience providing clinical counseling to trans and queer people.
- Bilingual in English and Spanish is an asset.
- Experience creating curricula and facilitating support groups.
- Familiarity with anti-oppressive and trauma-informed frameworks is an asset.
- Experience with Narrative Therapy and Feedback-Informed Treatment is an asset.

*Applications from transgender, 2-spirit, or nonbinary Black, Indigenous or people of color are strongly encouraged.*

### **Accessibility FAQs:**

- The counseling offices and community room are located on the 1st floor of the building. The building does not have an elevator, and the 2nd floor of the building is not accessible via wheelchair or other mobility aids.
- The Gender Health Center's COVID-19 policy is listed below. All staff are required to wear a face covering that completely covers the nose and mouth (at minimum a surgical grade mask). High-filtration masks are strongly encouraged. The GHC provides surgical masks, KN95, and N95 masks.

### **Interview Process Transparency:**

- Candidates selected for an interview will have access to the interview questions upon the confirmed interview date.
- Interview questions will be printed out and available for candidates to reference during the interview.
- This interview process will include a panel of 2-5 people who work across the organization and could include staff and trainees.
- Interviews will be approximately 60 minutes.

### **Scope/Applicability**

#### **COVID-19 Policy**

This policy applies to all GHC employees, interns, and volunteers.

1. All employees, interns, and volunteers coming in-person to Gender Health Center's building must be fully vaccinated. Fully vaccinated means that two doses of the same vaccine have been administered within 3-6 weeks of each other.
2. All employees, interns, and volunteers coming to the building in-person must provide copies of their vaccination records.
3. Any COVID-19 symptoms experienced by any employee, intern, or volunteer must be reported to their direct supervisor. If symptoms occur before work they must contact their supervisor before entering the office. If symptoms occur in the workplace they must contact their direct supervisor for instructions on how to proceed.
4. If GHC becomes aware of someone who has been in the building testing COVID-19 positive, anyone who has been in the same indoor space for 15 minutes with that person will be notified.
5. All employees, trainees, and volunteers who have a close contact or COVID-19 exposure, are required to take a test.
  - a. If the test is negative, they will be required to wear a face covering at work for 10 days. Face coverings must be completely covering the nose and mouth. The GHC provides surgical masks, KN95, and N95 masks.
  - b. If the test is positive for COVID-19, they may return to work 10 days after the original test was taken if they test negative on two consecutive tests and no longer have symptoms.