CISC, a non-profit organization, helps immigrants throughout King County achieve success by providing information, referral, advocacy, social, and support services.

JOB ANNOUNCEMENT

TITLE: Program Lead (Spanish) – Family Caregiver Support Program

REPORTS TO: Family Caregiver Support Program Supervisor
HOURS: Full-time Monday – Friday, Non-Exempt position
PAY RANGE: $27.00 per hour - $31.00 per hour (depending on experience)

ABOUT: CISC is a non-profit organization, founded in 1972, that supports immigrants and their families by creating opportunities for them to succeed, while honoring their heritage. We provide youth, family, and senior services including preschool, after-school, ESL/naturalization, in-home care case management, and healthcare navigation programs. We serve immigrants who speak Cantonese, Mandarin, Russian, Vietnamese, Spanish and additional languages at our office locations and numerous community-based sites throughout King County, Washington.

Our core values are Community, Compassion, Empowerment, Equity, and Inclusion. Read more about our core values, Land Acknowledgement, and equity statement at cisc-seattle.org/about-us.

JOB SUMMARY: The Program Lead’s primary duty is to provide professional support to informal and non-paid Latino family caregivers, who take care of their elderly parents or relatives in the Seattle/King County region. Extensive outreach and home visits are necessary.

JOB DUTIES:
- Responsible for the implementation of the program activities and outreach strategy through coordinated team effort and approach
- Outreach to community groups to promote the program and identify potential targeted population through public workshops, training and resource fairs
- Coordinate structured activities including support group and provide support, consultation and assistance to caregivers and recipients
- Conduct TCARE assessment to determine the needs of the targeted population and develop appropriate service plan
- Coordinate and authorize Respite support services
- Collaborate with internal and external programs to deliver services to identified caregivers and care recipients
- Provide guidance, support and regular supervision and assigning duties and task to fellow team members in order to ensure service delivered are meeting the needs of the family caregivers
- Maintain accurate record of client database, services tracking and respite budget
- Represent the agency in inter-agency meeting or alliance network to promote the program through collaborative activities as needed
- Other duties assigned

TRAINING REQUIREMENT:
- The position requires successful completion of GetCare/TCARE assessor training and the licensing and/or certification of evident-based caregivers support training, such as Powerful Tools for Caregivers, CDSMP, etc. within reasonable time frame. GetCare/TCARE assessor certification must remain active throughout the course
QUALIFICATIONS:
- Knowledge about state and federal long-term care and public assistance programs
- Bachelor’s degree in social work or related human services field with two years of paid social service experiences preferred.
- Prior supervisory experience preferred
- Bilingual in English and Spanish
- Valid Washington State driver’s license and auto insurance, and have access to personal use vehicle for outreach and home visits
- Proficiency in the use of MS applications such as Word, Excel, Publisher and Access and information technology in daily work
- Employees must reside in Washington state and be within a reasonable distance to their King County worksite to respond to workplace reporting requirements.

DESIRED SKILLS AND ABILITIES:
- Well known and connected with the Latino community
- Extensive connection with local providers and resources in the community
- A good team player and yet able to work independently and under tight timeline
- Outgoing, target-oriented and detail oriented

BENEFITS:
- Health Insurance (Medical, Dental, and Vision)
- Flexible Spending Arrangement plan
- Life insurance
- Accrue up to 8 hours paid sick leave per month
- Accrue up to 8 hours paid vacation per month
- Accrue up to 3 paid floating holidays annually
- 10 paid holidays annually
- 401k Retirement plan (with employer discretionary contribution + matching contribution)
- Transportation stipend (available for staff required to work at the Seattle office location)

LOCATION: CISC
655 156TH AVE SE #380
Bellevue, WA 98007

APPLICATION:
Submit resume and cover letter to: CISC
Attn: Human Resources
611 South Lane Street
Seattle, WA 98104

Or email resume and cover letter to: jobs@cisc-seattle.org

CLOSING DATE: Open until position filled
CISC is an Equal Opportunity Employer

CISC is an Equal Opportunity Employer and dedicated to a policy of non-discrimination in employment on any basis including race, color, creed, citizenship status, national origin, ancestry, gender, genetic information, sexual orientation, gender expression or identity, age, religion, pregnancy or pregnancy-related condition, physical or mental disability, marital status, veteran status, political affiliation, or any other characteristic protected by law. Reasonable accommodation will be provided for persons with disabilities.