



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

## **JOB ANNOUNCEMENT**

**TITLE: CLC Program Specialist (Bilingual in Chinese)**

**REPORTS TO:** CLC Program Supervisor

**HOURS:** Full-time Monday – Friday, Non-Exempt position

**PAY RANGE:** \$24.84 per hour - \$26.91 per hour

**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](https://cisc-seattle.org/about-us).

**JOB SUMMARY:** The CLC Program Specialist is responsible for providing information and direct assistance to support the independence of low-income and/or non-English-speaking/limited-English-speaking elderly and disabled adults in Seattle/King County, through in-person and outreach activities. This position is required to be stationed in our offices on the Eastside. Occasional out of regular service hours to attend program meeting or events is required.

### **JOB DUTIES:**

- Provide information and direct assistance to clients through short-term crisis intervention including translation, interpretation, clerical assistance, and advocacy to help them access resources and programs offered by the City, State, and Federal government.
- Conduct initial assessments of clients' psycho-social and economic needs.
- Offer supportive counseling to clients dealing with individual or family issues.
- Organize workshops in the community to educate people on available public resources.
- Refer clients to appropriate community partners for further assistance and follow up with them.
- Prepare monthly client data report.
- Provide technical support to junior program staff.
- Other duties assigned.

### **REQUIREMENT:**

- Agree to take and maintain ACA and CIRS-A/D training and certification

### **QUALIFICATIONS:**

- Proven work experience in providing direct services and interested in working with vulnerable special population



# BRIDGING CULTURES COMMUNITIES & GENERATIONS

- Extensive knowledge in city, state and federal public assistance programs
- Bachelor's degree in behavioral or health sciences and two years paid-on-the-job social services experiences
- Fluent in English and Chinese, both Cantonese and Mandarin (both verbal and written proficiency required)
- Demonstrated multi-tasking skill and ability to work under pressure
- Valid Washington State driver's license, own car, and auto insurance
- Must be able to use computer and information technology fluently 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.

## **BENEFITS:**

- Health Insurance (Medical, Dental, and Vision)
- Flexible Spending Account
- 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
- 11 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  
611 South Lane Street  
Seattle, WA 98104

## **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](mailto: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.*